

TOWN OF ALLENSTOWN
Selectboard Meeting
Town Hall - 16 School Street
Allenstown, New Hampshire 03275
March 22, 2021

Call to Order

The Allenstown Selectboard Meeting of March 22, 2021 was called to order by Chair Sandy McKenney at 6:05 pm.

Chair McKenney called for the Pledge of Allegiance.

The following statement, authorizing the Selectboard to hold a virtual meeting and providing the guidelines for participation, was read for the record.

As Chair of the Allenstown Board of Selectmen, I, Sandra McKenney, find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet in a hybrid format - both virtually and in person. Please note that there is limited seating for observing and listening contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, I am confirming that we are utilizing a Conference Call Line (603-485-7321, password 1234), which is the official connection, and Zoom Video Conferencing. We will also be using Facebook Live, which is a simulcast of the Zoom meeting, and we do not follow the Facebook comments. All members of the Board of Selectmen have the ability to communicate contemporaneously during this meeting through one of these platforms. If Facebook Live gets shut off, it cannot be restored, so listeners would have to tune in through ZOOM or call the Conference Line, which is the official platform. We previously gave notice to the public of the necessary information for accessing the meeting, including how to access the meeting using Zoom or telephonically. Instructions have also been provided on the website of the Town of Allenstown Board of Selectmen page attached to the agenda for the Meeting. Please state your name if you wish to join and participate. If anybody has a problem, please call 207-595-0310 or email at: dgoodine@allenstownnh.gov. If the video begins to lag, or there are audio issues, please call the conference line to listen to the meeting. In the event the public is unable to access the meeting via the conference line, the meeting will be adjourned and rescheduled. The meeting will only be adjourned if the Conference Line fails to work. The meeting may be paused if the video links fail and a quorum of the Selectboard is needed on the conference call.

Roll Call

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

Allenstown staff: Derik Goodine, Town Administrator

Others present: Michael Frascinella, EDC Chair; Chad Pelissier, Road Agent; Brian Arsenault, CEO; Captain Evan McIntosh, Fire Department

Citizens' Comments

Mr. Frascinella reported that his story about the Optimus Senior Living Facility was published last Thursday in the Neighborhood News. He said he spoke with Ray Deckler of the Concord Monitor to discuss his story about the Optimus, and he told Mr. Deckler about the China Mill redevelopment. Mr. Deckler said he is working on a story about these developments.

Mr. McDonald asked if the town can trust Mr. Deckler, because when he did a story about the election, the focus was on how Allentown held the meeting without rescheduling, when it should have been about how we have kept the tax rate down during the pandemic.

Mr. Frascinella said he thought they could trust Mr. Deckler. He added that Mr. Deckler asked about the cost of the rooms at Optimus, to which Mr. Frascinella said he replied that they don't ask about the prices to be charged for the products & services of new businesses.

Chair McKenney thanked Mr. Frascinella for all that he does for the town. She then introduced the two new Select Board members: Jim Rodger and Keith Klawes. She asked them to talk about why they ran for the Board.

Mr. Klawes said he had been thinking about it for some time, and when the number of members changed from three to five, he thought that was a good time. He added that he has served on the Budget Committee for seven years.

Mr. Rodger said he wanted to run years ago, and when the number of members was increased, he decided to take advantage of that.

Chair McKenney said that the members follow some guidelines. They agree to disagree and respect opinions. She said they do not use a lot of paper because they communicate via computers and cell phones. She said they sign documents electronically, and it is important to sign the bills and payroll on Tuesday or Wednesday so that these items are processed on time. She said Ms. Caruso sends reminders which is helpful. Minutes and Accounts Payable are signed electronically as well. She said that non-public issues should not be discussed outside of the sessions, and Select Board members should not communicate with one another outside of the meetings.

Mr. Goodine announced that Local Official Workshops are scheduled for April 6th and May 18th, both from 9:00 am until 4:00 pm. He encouraged the new members to participate.

Regular Agenda

- **Choose Chair and Vice Chair**

Chair McKenney nominated Mr. McDonald as Chairman. Ms. Higham seconded the motion.

A roll call vote was taken.

Maureen Higham – Aye

Sandy McKenney – Aye

Jim Rodger – Aye

Keith Klawes – Aye

Scott McDonald – Aye
The motion carried unanimously.

Ms. Higham nominated Ms. McKenney as Vice Chair. Chair McDonald seconded the motion.

A roll call vote was taken.

Maureen Higham – Aye

Jim Rodger – Aye

Keith Klawes – Aye

Scott McDonald – Aye

Sandy McKenney – Aye

The motion carried unanimously.

The following Committee assignments were made:

EDC – Scott McDonald

Planning Board – Sandy McKenney

Budget Committee – Keith Klawes

Old Allenstown Meeting House Committee – Maureen Higham

New Highway Garage Study Committee – Jim Rodger

Joint Loss Committee – Sandy McKenney

Planning Board Alternate – Scott McDonald

EDC Alternate – Keith Klawes

Budget Committee Alternate – Maureen Higham

Ms. McKenney made a motion to approve the Committee assignments. Chair McDonald seconded the motion.

A roll call vote was taken.

Maureen Higham – Aye

Jim Rodger – Aye

Keith Klawes – Aye

Scott McDonald – Aye

Sandy McKenney – Aye

The motion carried unanimously.

- **Town-Wide Yard Sale**

Chair McDonald said that Pembroke has a town-wide yard sale annually. Allenstown was planning one for last year but canceled because of COVID.

Mr. Frascinella said a list of addresses and items would be on the town websites. The date is May 15th, the same date as the Pembroke yard sale.

Ms. McKenney asked about providing a map of the town.

Mr. Klawes said that most people have smart phones for navigation.

Mr. Frascinella said they should advertise one month in advance.

Chair McDonald said this project was proposed by the EDC.

Mr. Klawes said it is a great idea. He said that, on one hand this encourages people to visit different sections of town, but it could also be held in a parking lot or at the Community Center. He added that only two people actually looked at his house when it was decorated for Christmas and he was participating in the holiday lighting contest.

Ms. Higham said they should check on liability.

Mr. Klawes said that EDC would be liable in some way.

Ms. McKenney said that Town Administrator Goodine could check with Pembroke's Town Administrator to see how this is handled.

Mr. Pelissier said that Kathleen is willing to help.

Mr. Frascinella said the EDC has plans for three concerts: Nicole Knox Murphy (a local musician) for May 23rd; Blue Heron (Blue Grass) for June 27th; and a third in the middle of August (band to be determined).

Mr. Frascinella said that the EDC plans to have facemasks made featuring the Town Seal, to be sold at Town Hall for \$5.00. The vendor is Teddy Tees of Concord.

Mr. Klawes expressed concern that they would not be able to recoup their investment, and the EDC would lose money.

Mr. Goodine said that the EDC has proposed having a calendar of its events on the website. He said this would be redundant, as there is already a calendar for town events on the website.

- **Rail Trail Land Purchase Update**

Mr. Goodine said he had no update on the Rail Trail project. He is waiting to hear from the Town Attorney.

- **Fire Department Fee Schedule**

Chair McDonald said that Captain McIntosh has spent a lot of time and effort on the proposed Fire Department Fee Schedule. He asked Captain McIntosh to provide an overview for the two new Select Board members.

Captain McIntosh said that the proposed Fee Schedule's purpose is to recoup the time spent on inspections for new developments and existing structures, items and processes. He said it is not unusual to have these fees.

Chair Sullivan stated that the proposed fees are in line with those of other communities. He said, however, that he is concerned about the two largest projects already underway.

Captain McIntosh said that, because Optimus is classified as a health care facility, a lot of those inspections are done by the State Fire Marshall's office. China Mill has already referred most inspections to a third party, so there are only a few Fire Department inspections to be done.

Chair McDonald said it is his understanding that the revenue from these fees goes to the General Fund.

Captain McIntosh confirmed this.

- **COVID-19 Update**

Mr. Goodine reported recent changes to the State COVID travel policy allow travel within the United States without requiring the traveler to quarantine upon returning.

- **Rescue Act Funds**

Mr. Goodine reported that they would be receiving \$440,000 of Rescue Act Funds, and the guidelines would allow towns to create their own broadband for internet. He said he has bi-weekly meetings with the state's Economic Development Department, and this has been discussed. The county will be allotted funds as well. He has contacted Tilson Technologies but has not heard back from them yet. The cost for fiber optics and broadband is estimated at \$6,000 per mile. This installation would allow for more home-based work operations and telecommunicating. The town, he said, has until 2024 to spend these funds.

Mr. Klaves cautioned that this is just for internet, and he said he doesn't think the cost will be better than it is for Comcast service.

Mr. Goodine said they are limited as to what the \$440,000 can be used for.

- **Hazard Mitigation Plan**

Mr. Goodie said they have final approval and are now waiting for a certification letter from FEMA.

Town Administrator's Report

Mr. Goodine told the Board members that he placed information about the Elected Officials Workshop in their correspondence packet.

Mr. Goodine announced that the town is terminating its use of Checkmate for payroll and is using a new payroll company, Harper's Payroll Services. They have similar software.

Mr. Goodine next reported that the Special Polling Place Liability Insurance Policy for the use of the St. John the Baptist Parish Hall as a special polling place will cost more than was estimated. It is \$508.00, not the \$300.00 first quoted. He recommended accepting the additional cost being passed along to the town for three reasons: it is the best location available, the cost is directly related to the town's use of the Parish Hall, and it covers the full year, so if there is another election, there will be no additional insurance cost.

Ms. Higham made a motion to approve the cost of \$508.00 for Special Polling Place Liability Insurance. Ms. McKenney seconded the motion.

A roll call vote was taken.

Maureen Higham – Aye

Jim Rodger – Aye
Keith Klawes – Aye
Scott McDonald – Aye
Sandy McKenney – Aye

The motion carried unanimously.

Mr. Goodine said that the Police Chief, as the Community Liaison, gets the first call when there are emergencies such as outages. He (Mr. Goodine) is second. He said he has added the Community Center to the critical list.

Mr. Goodine reported that the Boys & Girls Club wants to apply for a safety grant in order to install a new fence, security cameras and a door (separate entrance) for the preschoolers. This is for their safety and to avoid having them mingle with the older children. He said the cost will be \$10,000, and perhaps a bit more. They will pay for this, not the town. He said that they are just looking for our approval to apply for the grant.

Mr. Klawes made a motion to approve the plan of the Boys & Girls Club to apply for a Safety Grant in order to install a new fence, security cameras, and a door for the safety of the preschoolers. Ms. Higham seconded the motion.

A roll call vote was taken.

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

The motion carried unanimously.

Mr. Goodine continued with his report, saying that pay increase data will be placed in *Hello Sign* for Board approval in the next week or so.

Mr. Goodine stated that they will be scheduling a public hearing sometime next month regarding plans of Eversource to do non-emergency cutting along a scenic highway along Deerfield Road. Since this type of project is often controversial with residents, they want to communicate with them as much as possible.

Mr. Goodine concluded his report by announcing that Jennifer Johnson is the new minute taker. For this meeting only, both she and the current minute taker will both provide a transcript, which will give Ms. Johnson a model to work from.

Other Business

Mr. Pelissier presented eight projects which his department will be working on, as follows:

- 1) Street sweeping will be done on May 17th, weather permitting. Last year, a three-year contract was negotiated for this.
- 2) Felix Septic Service has a subsidiary which cleans catch basins, and they will be doing this for Allenstown shortly after the street sweeping.

3) Roadside mowing, usually done annually in the spring, may be done in the fall instead – every 18 months instead of every 12 months. They plan to dress up some corners first.

4) Crack sealing of the paved roads was not done last year. For this year, the plan is to purchase 5,000 pounds of the sealing material at a cost of between \$7,500 and \$10,000. Pembroke is ordering 10,000 pounds of the sealing material, and Allenstown may be able to piggyback on that order to get the same price. This would, however, require waiving the bid process, which has been done before.

5) Striping of roads as needed will be done. This helps tremendously for night driving.

6) Some tree trimming will be done along sidewalks. Residents will be notified. An example is along Library Street on the Library side.

7) The department is putting information together for the new building project.

8) The owner of the field adjacent to the Boat Launch has pulled some rocks and cut brush. Some of the lawn was disturbed and will have to fix it. The EDC is planning to install picnic tables and small grills in the area. He said it is amazing the number of people using this area.

Mr. Pelissier reported that they have been dealing with a beaver problem on Mt. Delight Road. The beavers are living in culverts. In the past, he said, they have trapped them, but the landowner is opposed to this. Fish & Game says they have a right to trap them, and they offer a class instructing attendees how to do this. The cost is \$40.00. One expert beaver catcher has offered to deal with them at a cost of \$175.00 per beaver. The USGA will take care of the entire problem with its **Beaver Deceiver** for a one-time cost of \$1,000.00. Mr. Pelissier said they have decided to send someone to the Fish & Game class for \$40.00.

Mr. Klawes asked about insurance covering any injury from the use of grills at the Boat Launch.

Chair McDonald said they can't let the threat of litigation destroy their lives. The town's insurance provider can be notified and verify that we have coverage for such incidents.

Ms. McKenney said she read about the sale of a property by Lawn Sale Properties, LLC, at 28 Ferry Street. The buyer paid \$460,000; the assessed value was \$337,000.

Consent Calendar, Minutes and Manifests

Ms. Higham made a motion to ratify the Consent Calendar of the March 22, 2021 meeting. Ms. McKenney seconded the motion.

New members Jim Rodger and Keith Klawes did not participate in the vote.

A roll call vote was taken.

Maureen Higham – Aye

Scott McDonald – Aye

Sandy McKenney – Aye

The motion carried unanimously.

Ms. Higham made a motion to approve the public minutes of March 08, 2021. Ms. McKenney seconded the motion.

New members Jim Rodger and Keith Klawes did not participate in the vote.

A roll call vote was taken.

Maureen Higham – Aye

Scott McDonald – Aye

Sandy McKenney – Aye

The motion carried unanimously.

Ms. Higham made a motion to approve the minutes of non-public sessions I, II, & III of the March 08, 2021 meeting. Ms. McKenney seconded the motion.

New members Jim Rodger and Keith Klawes did not participate in the vote.

A roll call vote was taken.

Maureen Higham – Aye

Scott McDonald – Aye

Sandy McKenney – Aye

The motion carried unanimously.

Ms. Higham made a motion to approve the Payroll and Accounts Payable Manifests listed on the March 22, 2021 agenda. Ms. McKenney seconded the motion.

New members Jim Rodger and Keith Klawes did not participate in the vote.

A roll call vote was taken.

Maureen Higham – Aye

Scott McDonald – Aye

Sandy McKenney – Aye

The motion carried unanimously.

Chair McDonald read a Certificate of Appointment for Steven Lapointe to the ZBA, term expiring June 01, 2024.

Ms. McKenney suggested waiting until the next meeting to vote on this, allowing time to review information and invite Mr. LaPointe to 'Zoom' the meeting.

Mr. Klawes said that Mr. Jeff Gryval does not wish to be reappointed to the ZBA. He asked about continuing to serve himself and was told that he could, but it is not recommended.

Non-Public Agenda

Ms. McKenney made a motion to enter non-public session at 8:37 pm in accordance with the provisions of RSA 91-A:3, II (c). Ms. Higham seconded the motion.

A roll call vote was taken.

Maureen Higham – Aye

Jim Rodger – Aye

Keith Klawes – Aye

Scott McDonald – Aye

Sandy McKenney – Aye

The motion carried unanimously.

Ms. Higham made a motion to return to public session at 8:48 pm. Ms. McKenney seconded the motion.

A roll call vote was taken.

Maureen Higham – Aye

Jim Rodger – Aye

Keith Klawes – Aye

Scott McDonald – Aye

Sandy McKenney – Aye

The motion carried unanimously.

Ms. McKenney made a motion to seal the minutes of the non-public session as they might adversely affect the reputation of someone not a member of the Board. Ms. Higham seconded the motion.

A roll call vote was taken.

Maureen Higham – Aye

Jim Rodger – Aye

Keith Klawes – Aye

Scott McDonald – Aye

Sandy McKenney – Aye

The motion carried unanimously.

Ms. Higham made a motion to grant the benefit for employment-based time served. Ms. McKenney seconded the motion.

A roll call vote was taken.

Maureen Higham – Aye

Jim Rodger – Aye

Keith Klawes – Aye

Scott McDonald – Aye

Sandy McKenney – Aye

The motion carried unanimously.

Chair McDonald made a motion to enter non-public session at 8:52 pm in accordance with the provisions of RSA 91-A:3, II (c). Ms. McKenney seconded the motion.

A roll call vote was taken.

Maureen Higham – Aye

Jim Rodger – Aye

Keith Klawes – Aye

Scott McDonald – Aye

Sandy McKenney – Aye

The motion carried unanimously.

Ms. Higham made a motion to return to public session at 9:36 pm. Ms. McKenney seconded the motion.

A roll call vote was taken.

Maureen Higham – Aye

Jim Rodger – Aye
Keith Klawes – Aye
Scott McDonald – Aye
Sandy McKenney – Aye
The motion carried unanimously.

Chair McDonald made a motion to seal the minutes of the non-public session as they might adversely affect the reputation of someone not a member of the Board. Ms. McKenney seconded the motion.

A roll call vote was taken.
Maureen Higham – Aye
Jim Rodger – Aye
Keith Klawes – Aye
Scott McDonald – Aye
Sandy McKenney – Aye
The motion carried unanimously.

Mr. Klawes made a motion to approve the Fire Department Fee Schedule, effective April 15, 2021, to apply to any projects which have not broken ground as of that date. Ms. Higham seconded the motion.

A roll call vote was taken.
Maureen Higham – Aye
Jim Rodger – Aye
Keith Klawes – Aye
Scott McDonald – Aye
Sandy McKenney – Nay
The motion carried (4-1).

Adjournment

Ms. Higham made a motion to adjourn at 9:37 pm. Ms. McKenney seconded the motion.

A roll call vote was taken.
Maureen Higham – Aye
Jim Rodger – Aye
Keith Klawes – Aye
Scott McDonald – Aye
Sandy McKenney – Aye
The motion carried unanimously, and the meeting was adjourned.

**TOWN OF ALLENSTOWN
SELECTBOARD
PUBLIC MEETING MINUTES
March 22, 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