

TOWN OF ALLENSTOWN
SELECTBOARD MEETING MINUTES
16 SCHOOL STREET
ALLENSTOWN, NH 03285
MARCH 25, 2024

CALL TO ORDER:

The Allenstown Selectboard meeting of March 25, 2024 was called to order by Maureen Higham at 6:12 pm.

Maureen Higham called for the Pledge of Allegiance.

ROLL CALL:

PRESENT ON THE BOARD: Jim Rodger, Maureen Higham, Kathleen Pelissier and Patricia Caruso.

Absent: Scott McDonald

ALLENSTOWN STAFF: Town Administrator Derik Goodine, Fire Chief Lambert, Jackie Tate, Clerk/Tax Collector, Sherry Miller, Finance Director, Veronica Anaya, HR, Chad Pelissier, Road Agent, Brian Arsenault Building and Code Enforcement Officer, and Police Chief Mike Stark.

OTHERS: Mike Frascinella, Rich Caruso, Diane Adinolfo and Laura Lambert.

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

Maureen Higham made a motion to enter in to Non-Public Session in accordance with the provisions of RSA 91-A:3,II (b) at 6:14 pm.

Jim Rodger seconded the motion.

A roll call was taken.

Maureen Higham – Aye

Jim Rodger – Aye

Kathleen Pelissier – Aye

Patricia Caruso - Aye

Motion passed. 4-0

Maureen Higham made motion to exit Non-Public session at 6:26 pm.

Patricia Caruso seconded the motion.

A roll call was taken.

Maureen Higham – Aye

Jim Rodger – Aye

Kathleen Pelissier – Aye

Patricia Caruso - Aye
Motion passed. 4-0

Maureen Higham made a motion the minutes of the Non-Public session be sealed as it may adversely affect someone not on this Board.
Patricia Caruso seconded the motion.

A roll call was taken.
Maureen Higham – Aye
Jim Rodger – Aye
Kathleen Pelissier – Aye
Patricia Caruso - Aye
Motion passed. 4-0

CITIZENS COMMENTS

Diane Adinolfo gave a Planning Board update. She let the Board know about Senate Bill 538 which is to establish tax relief for towns who allow office space/buildings to be converted to residential.

Ms. Adinolfo also stated the Planning Board needs ex-officio to replace Sandy McKenney. This will be discussed at the next meeting.

Mike Frascinella wrote something as a tribute to Sandy McKenney. The EDC has found three new businesses in town.

REGULAR AGENDA

• Chair and Vice-Chair

This was tabled until Scott McDonald is present.

• Deputy Clerk/Tax Collector Appointment

Maureen Higham made a motion to appoint Matthew LaFlamme of Allenstown, NH in the county of Merrimack whereas there is a vacancy for Deputy Town Clerk/Tax Collector we the subscribers pursuant to RSA 41:45-C and having the confidence in your ability and integrity to perform the duties of said office do hereby appoint you, Matthew LaFlamme as Deputy Town Clerk/Tax Collector, upon you taking the oath of office recorded by the Town Clerk, you shall have the power to perform the duties and be subject to liabilities of such office until another person shall be chosen and qualified in your stead. Your term shall expire on March 10, 2026. Patricia Caruso seconded the motion.

A roll call was taken.
Maureen Higham – Aye
Jim Rodger – Aye
Kathleen Pelissier – Aye
Patricia Caruso - Aye
Motion passed. 4-0

Maureen Higham made a motion to approve a payroll change form for Matthew LaFlamme, effective date March 25, 2024 at the rate of pay of \$20.19. His position as Deputy Town Clerk/Tax Collector 2024 grade step G4 S5 new hire, raise effective March 25, 2024 until new cola adjustment in 2024.

Patricia Caruso seconded the motion.

A roll call was taken.

Maureen Higham – Aye

Jim Rodger – Aye

Kathleen Pelissier – Aye

Patricia Caruso – Aye

Motion passed. 4-0

• **Fire Department New Hires and Fire Chief Stuff**

Chief Lambert stated he spoke to the hires. One is on the verge of finishing his EMT which will be not until next month, and the other one is good potential and is in school now but he is going out west for 5 months to fight brush fires. He may come back to the next meeting to have the paperwork signed before he takes off.

The date set for the new hires is April 9th. There are 13 applicants who applied and they have narrowed it down to nine.

The second floor is done, they just have to move stuff in.

• **Ambulance Update**

He received a call from the rep the other day. The ambulance is scheduled for June of 2025 because they didn't have a chassis. They are dealing with Dodge and are unsure if Dodge will continue to make the chassis. So, there are two options. They have found some chassis in Rhode Island, and he is expecting a call this week and hopefully they can get one for their ambulance. He is unsure of the cost for the chassis at this time but it would get them back on track for September of this year instead of June of 2025.

He is looking for the approval to say yes if a chassis comes through in Rhode Island.

They made it through the first round for the federal grant they put in for in March.

• **AES School Architects and Engineers**

Mr. Goodine said they are getting together with the Fire Chief and Inspector to go over what needs to be done at AES School such as handrails, stairs, etc. so they need to hire an architect for that.

Maureen Higham made a motion to allow Derik Goodine to solicit information to get an architect to redesign the school as a town hall.

Patricia Caruso seconded the motion.

A roll call was taken.

Maureen Higham – Aye

Jim Rodger – Aye
Kathleen Pelissier – Aye
Patricia Caruso - Aye
Motion passed. 4-0

Mike Frascinella asked when the building will ready to be used.
Kathleen Pelissier said they are just in the beginning phase of the project.

• **Ethics Policy**

Mr. Goodine said the Board has the policy and they should talk about them.
Kathleen Pelissier said the ethics policy is advisory in nature that the board voluntarily created and as an elected official she has right to participate in what she feels is appropriate.
She stated she would certainly abstain if there was a vote on her husband's salary, or work on her road etc.
Maureen Higham stated that she feels it is up to Kathleen Pelissier to decide if it is appropriate for her to vote on something or not.
Mr. Goodine stated they should take a vote to suspend the town's ethics policy and adopt the State's policy as the Selectboard's policy.

Veronica Araya asked if they are going to be redoing the code of ethics as well as conflict of interest as they are two different things.
Patricia Caruso stated they are both in the same rules and procedures and code of conduct. They are not separate.

• **Suncook Rod and Gun Fishing Derby Donation**

Mr. Goodine stated that every year they ask for a donation and in the past the Town has donated \$100 as it is a good event for the children in the area.

Kathleen Pelissier made a motion to give the Suncook Rod and Gun Fishing Derby a \$100 donation.
Patricia Caruso seconded the motion.

A roll call was taken.
Maureen Higham – Aye
Jim Rodger – Aye
Kathleen Pelissier – Aye
Patricia Caruso - Aye
Motion passed. 4-0

• **Employee and Volunteer Appreciation Party Date and Location**

Mr. Goodine said he doesn't have an update yet.

• **Houle Avenue – Tabled at Legal Office**

• **Kettle Rock Road Discussion – Tabled at Legal Office**

TOWN ADMINISTRATOR'S REPORT

Mr. Goodine said he will be on vacation the Thursday before Easter through the following Tuesday.

Kathleen Pelissier asked for access to the time card system. Derik said he will check if that is an option.

ROAD AGENT REPORT

Chad Pelissier said a tractor trailer took down a few poles on Webster St. last week. Some signs were also taken down, but most are back up at this time. A resident asked if we could put up a children at play sign with it. Patricia Caruso suggested a posted fine for trucks. Chad said a picture may be best as not everyone in the area speaks English.

There is an erosion issue on Notre Dame. They will use the new curb machine to add curbs.

Mr. Pelissier let the Board know that one of its recent hires will be leaving effective March 31, 2024. They put out an ad for a new guy.

They are looking to buy a rock bucket for the skid steer.

OTHER BUSINESS

Kathleen Pelissier asked Mr. Goodine if he had reached out to NHMA for the salary study.

Mr. Goodine said he is looking at them but there are some things they have to put into place such as longevity bonus as well as classifications for different employees.

Patricia Caruso said she would reach out to some of the local towns for their salary studies and classifications to bring to the next meeting.

Kathleen Pelissier asked if Derik could get the NHMA info. Mr. Goodine said you have to look up each position individually. This would take a lot of time.

Ms. Pelissier said she would like to set a deadline to get this done. Mr. Goodine said they budgeted for someone to do this in the new budget.

She asked if the department heads did their own and then had a third party put it all together it may save some time. She asked if they go with the outside company, what is the next step.

Mr. Goodine said they need to have companies come in and submit proposals.

He said it will be done for next year's budget season. The RFP will be done so they can get it started and done before the next budget season.

Mr. Goodine said he should have the RFP done within the next month.

Brian Arsenault stated that a community called Newmarket is putting out salary and compensation study to bid and they want the bids due on May 20th with a target completion date at the end of August. It breaks down what they are expecting the consultants to do for each of the job descriptions as mentioned through conversation.

Ms. Pelissier said that seems like it would be too late for that but it shouldn't take that long to go through the bids and choose the consultant. She doesn't want it to get kicked down the road.

Mr. Goodine said he will get the information within a month.

Veronica Anaya stated she was working on key cards for the two new members of the Board.

Ms. Pelissier asked Veronica to ask the company if she can see when people are swiping in etc.

Mr. Goodine said he has the pay rate changes for everyone.

Patricia Caruso asked what the policy is for having the door open to the public during operating hours.

Kathleen Pelissier asked if it can be advertised.

Ms. Higham said they will make the website more specific as to the hours open and what services can be done at this time.

Ms. Higham made a motion to sign the annual payrate adjustment.

Patricia Caruso seconded the motion.

A roll call was taken.

Maureen Higham – Aye

Jim Rodger – Aye

Kathleen Pelissier – Aye

Patricia Caruso - Aye

Motion passed. 4-0

CONSENT CALENDAR, MINUTES AND MANIFESTS

Ratify Consent Calendar: March 25, 2024

Ms. Higham made a motion to accept the ratified consent calendar of March 25, 2024.

Patricia Caruso seconded the motion.

A roll call was taken.

Maureen Higham – Aye

Jim Rodger – Aye

Kathleen Pelissier – Aye

Patricia Caruso - Aye

Motion passed. 4-0

• Review Minutes:

Non-Public March 11, 2024 One Session, Two Items

Tabled until the next meeting.

o February 26, 2024, and March 11, 2024

Tabled until the next meeting.

• Approve Payroll and Accounts Payable Manifests:

o ACH Manifest – 1120, 1122, 1126, and 1129;

o Check Manifest – 1121, 1123, 1127, and 1130;

o Non-Check (CC) Manifest – 1119 and 1125;

o Town P/R Manifest – 03-21-24

Ms. Higham made a motion to accept the ACH Manifest – 1120, 1122, 1126 and 1129, the Check Manifest 1121, 1123 1127, and 1130, the Non-Check Manifest 1129 and 1125 and the Town Payroll Manifest for 3-21-24.

Patricia Caruso seconded the motion.

A roll call was taken.

Maureen Higham – Aye

Jim Rodger – Aye

Kathleen Pelissier – Aye

Patricia Caruso - Aye

Motion passed. 4-0

NON-PUBLIC AGENDA ITEMS

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

Ms. Higham made a motion to enter in to Non-Public Session in accordance with the provisions of RSA 91-A:3,II (c) at 8:21 pm.

Patricia Caruso seconded the motion.

A roll call was taken.

Maureen Higham – Aye

Jim Rodger – Aye

Kathleen Pelissier – Aye

Patricia Caruso - Aye

Motion passed. 4-0

Maureen Higham made motion to exit Non-Public session at 8:35 pm.

Patricia Caruso seconded the motion.

A roll call was taken.

Maureen Higham – Aye

Jim Rodger – Aye

Kathleen Pelissier – Aye

Patricia Caruso - Aye

Motion passed. 4-0

Maureen Higham made a motion to adjourn the meeting at 8:36 pm.

Patricia Caruso seconded the motion.

A roll call was taken.

Maureen Higham – Aye

Jim Rodger – Aye

Kathleen Pelissier – Aye

Patricia Caruso - Aye

Motion passed. 4-0

TOWN OF ALLENTOWN
BOARD OF SELECTMEN
PUBLIC MEETING MINUTES
MARCH 25, 2024

Signature Page

Original Approval:		
<i>M. Higham</i>	04 / 11 / 2024	
MAUREEN HIGHAM, Member	DATE	
<i>Scott McDonald</i>	04 / 11 / 2024	
SCOTT MCDONALD, Member	DATE	
<i>Tim Rodger</i>	04 / 11 / 2024	
JIM RODGER, Member	DATE	
PATRICIA CARUSO, Member	DATE	
<i>Kathleen Pelissier</i>	04 / 11 / 2024	
KATHLEEN PELISSIER, Member	DATE	
Amendment Approvals:		
Amendment Description:	Approval:	Date:
	MAUREEN HIGHAM, Member	DATE
	SCOTT MCDONALD, Member	DATE
	JIM RODGER, Member	DATE
	PATRICIA CARUSO, Member	DATE
	KATHLEEN PELISSIER, Member	DATE

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IP: 73.56.248.12



04 / 11 / 2024
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Viewed by Maureen Higham (mhigham@allentownnh.gov)
IP: 173.9.34.233



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Signed by Maureen Higham (mhigham@allentownnh.gov)
IP: 173.9.34.233



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IP: 73.60.125.157



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IP: 73.60.125.157



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