

**TOWN OF ALLENSTOWN  
Selectboard Meeting Minutes  
Town Hall  
16 School Street  
Allenstown, NH 03285  
May 22, 2023**

**CALL TO ORDER**

The Allenstown Selectboard meeting of May 22, 2023 was called to order by Chair McDonald at 6:07 pm.

Chair McDonald called for the Pledge of Allegiance.

**ROLL CALL**

Present on the Board: Chair Scott McDonald, Maureen Higham, Jim Rodger, Keith Klawes, Sandra McKenney (remote)

Allenstown Staff: Town Administrator Derik Goodine, Chief Erik Lambert, Brian Arsenault, Building Inspector and Code Enforcement Officer

Other: Mike Frasinella, Rich Caruso, Trish Caruso, Sherry Miller, Ryan Dignin, Call Firefighter,

Mr. Klawes made a motion that Ms. McKenney be allowed to vote remotely.  
Ms. Higham seconded the motion.

A roll call was taken.

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

The motion passed. 5-0

**CITIZEN'S COMMENTS**

Mike Frasinella reported on the May 21<sup>st</sup> concert. The concert was very successful.  
Trish Caruso stated that she and Rich are both interested in the Parks & Rec committee meeting.

**POLICE DEPARTMENT OFFICER HIRING**

Police Chief Stark stated they were able to get a candidate for hire and the Cori and background check came back okay. With the Board's approval, they would like to bring Lucas Beteau on as an officer at Step 1.

He will go to the academy the end of May.

Mr. Klawes made a motion to accept the hire of Lucas Beteau as a police office on Step 1.

Ms. Higham seconded the motion.

A roll call was taken.

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

The motion passed. 5-0

### **FIRE TRAINING**

Fire Chief Lambert introduced Mr. Ryan Dignin as the Call Fire fighter. He is in the Coast Guard now but will be out next July. There is a military program called the DOD Skill Bridge that allows him to do on the job training within a field, in this case firefighter. He can do an internship from one to six months and the coast guard pays for his time. He is in the accelerated EMT program now.

Ryan Dignin thanked the Board for their time. He stated he has been in the Coast Guard for twelve years and is looking to transfer out. He has been a fire captain for six years with them and hands on search and rescue for most of his career. There is no cost to the town for his transition from the Coast Guard to the Town.

Mr. Klawes made a motion for the Allenstown Fire department to partner with the DOD Skill Bridge Program and have Ryan Dignin be the first participant.  
Ms. Higham seconded the motion.

A roll call was taken.

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

The motion passed. 5-0

### **FIRE DEPARTMENT PERSONNEL PROMOTION**

Fire Chief Lambert stated that having that one person as the EMS coordinator position to coordinate all the training is a big task. Melissa McCourt stepped into the role and she put together the training for the EMT's and just graduated last weekend as a paramedic herself.

Chief Lambert stated he would like to make her a Lieutenant so she can handle that position.

Chair Anderson made a motion to promote Melissa McCourt to Lieutenant in the Allenstown Fire Department.

Mr. Klawes seconded the motion.

A roll call was taken.

Scott McDonald, Aye  
Sandy McKenney, Aye  
Jim Rodger, Aye

Maureen Higham, Aye  
Keith Klawes, Aye

The motion passed. 5-0

#### **STRETCHER FOR AMBULANCE (LONDONDERRY FIRE)**

Chief Lambert stated that when they bought the ambulance and the power lift system, the company that they bought it from, Specialty Vehicles, gave them the power stretcher that came with it for nothing. They contacted Stryker, and the cost to fix it is \$4,000 to \$8,000 to fix it vs. \$10,000 for a new one.

Londonderry Fire Department contacted them and said they had a stretcher they are trading in with a trade in value of \$2500, and offered to sell it to Allentown for that cost. This would be a steal for to get this stretcher. They would hold onto the other stretcher for the parts. He will be moving forward with the purchase of the stretcher from Londonderry.

#### **PART-TIME FIRE INSPECTOR**

Chief Lambert stated that the State Fire Marshall has been over at Hillsbrook for four days trying to do final inspections for them. There are a lot of inspections coming up in regards to Hillsbrook and they are going to have to do yearly inspections on the building. Brady Sullivan just paid their permitting fees for the sprinkler system, their fire alarm system, etc.

Chief Lambert spoke to Mr. Goodine in regards to the revolving fund they created under emergency services and asked if they could move those funds from the permitting fees into the revolving funds and utilize the funds to try and hire a part-time fire inspector, Maureen Child, to make sure we do not get off track with the inspections. This would be an hourly rate for approximately 15 hours per week coming out of operating budget.

Mr. Klawes made a motion to hire Maureen Child as a fire inspector utilizing fund from related expenses that go into the Fire Department revolving fund.  
Chair McDonald seconded the motion.

A roll call was taken.

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

The motion passed. 5-0

#### **FIRE DEPARTMENT FIRE SAFETY EQUIPMENT CRF REQUEST FOR GEAR**

Chief Lambert stated that some of their gear is getting to the end of its life and with new employees like Ryan, they do not have equipment needed to go to the Firefighter 1 class. They need to spend money to outfit their people in appropriate gear to continue to moving forward. He put together a capital reserve expenditure for \$36,340 out of the fire safety equipment capital reserve. This would be to purchase ten sets of turnout gear and 15 EMS jackets. The lead time on those is almost three months.

Mr. Klawes made a motion to expend the \$36,340 for safety equipment from the safety equipment fire capital reserve account for the purpose of purchasing turn out gear and EMS jackets.  
Ms. Higham seconded the motion.

A roll call was taken.

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

The motion passed. 5-0

#### **FIRE DEPARTMENT PUBLIC SAFETY FACILITIES CRF REQUEST FOR FIRE STATION**

Chief Lambert stated that they tried to finish the heat last year but stopped short. They received a few quotes and Al Terry came in lowest at \$29,156.00. They cannot schedule it until July. At the next meeting he would like to move it forward with the approval to take the next step.

#### **VARIOUS CRF AUTHORIZATIONS FOR TRUSTEES OF THE TRUSTS**

Mr. Goodine stated they did the assessing reval this year and put \$70,000 in. Because the investments have gone down, will need to put more money in there as it has \$66,629 so they need to fund the other \$16,000 put away for this year into that reserve.

Chair McDonald made a motion to the Trustees of the Trusts the Allenstown Board of Selectmen request to deposit \$16,000 from the town's general operating account for the assessing valuation update the capital reserve fund in accordance with the vote taken at town meeting on March 14, 2023.  
Mr. Klawes seconded the motion.

A roll call was taken.

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

The motion passed. 5-0

Mr. Klawes made a motion to the Trustees of the Trusts that the Allenstown Board of Selectmen request a withdrawal from the assessing valuation update capital reserve fund to reimburse the town for the cost associated with townwide reval real estate municipality request of \$67,200 to be transferred to the town's general account ending in 8125.  
Ms. Higham seconded the motion.

A roll call was taken.

Scott McDonald, Aye  
Sandy McKenney, Aye

Jim Rodger, Aye  
Maureen Higham, Aye  
Keith Klawes, Aye

The motion passed. 5-0

#### **LIBRARY SUMMER PROGRAMS AT THE GAZEBO AT TOWN HALL**

Mr. Goodine stated that the library would like to use the gazebo at Blueberry Express Park.

The programs coming up are as follows:

1. June 22 at 3:00 pm - Mr. Aaron
2. June 26 at 3:00 pm - Lindsey and her puppet pals
3. July 10 at 3:00 pm – the Squam Lake Science Center
4. August 3 at 3:00 pm – the Flying High Dogs

Chair McDonald made a motion to allow the library to use the gazebo on the scheduled dates.

Ms. Higham seconded the motion.

A roll call was taken.

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

The motion passed. 5-0

Mr. Goodine stated that the Student Council is hoping to host a dog walking event on Tuesday May 30, from 4:45 – 6:15 to raise money for the Concord SPCA. They would like to start at Blueberry Express Park.

Mr. Klawes made a motion to allow the Student Council to host a dog walking event on May 30<sup>th</sup> starting at Blueberry Express Park.

Ms. Higham seconded the motion.

A roll call was taken.

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

The motion passed. 5-0

#### **JUNE 5, 2023 BOS MEETING AT OAMH AT 150 DEERFIELD ROAD**

The Board of Selectmen meeting will be held at the Old Allenstown Meeting House.

#### **APPOINTMENTS**

Mr. Goodine stated there are two appointments. George Lemare's term is to expire June 1<sup>st</sup>, 2026.

One appointment is to the Cemetery's Board of Trustees and the other is to the Trustees of the Trusts.

Mr. Klawes made a motion to appoint George Lemare to the Cemetery Board of Trustees and to the Trustees of the Trusts to expire on June 1, 2026.

Ms. Higham seconded the motion.

A roll call was taken.

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

The motion passed. 5-0

#### **ABATEMENTS**

Mr. Klawes made a motion to approve the abatement in the amount of \$21 for 22 Sullivan Drive.

Ms. Higham seconded the motion.

A roll call was taken.

Scott McDonald, Aye  
Sandy McKenney, Aye  
Jim Rodger, Ay  
Maureen Higham, Aye  
Keith Klawes, Aye

The motion passed. 5-0

#### **APPROVAL OF THE 2023 PART ONE PROPERTY TAX COMMITMENT**

Mr. Klawes made a motion to approve the signing of the 2023 Part One Property Tax Commitment.

Ms. Higham seconded the motion.

A roll call was taken.

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

The motion passed. 5-0

#### **NHEC BALLOT**

The board discussed the NHEC Ballot and voted.

Mr. Klawes made a motion to have Derik Goodine vote on the ballot and send it in.

Ms. Higham seconded the motion.

A roll call was taken.

Scott McDonald, Aye  
Sandy McKenney, Abstained  
Jim Rodger, Aye  
Maureen Higham, Aye  
Keith Klawes, Aye

The motion passed. 4-0-1 (Sandy McKenney abstained)

#### **KETTLE ROCK ROAD UPDATE**

Mr. Goodine stated that we have spent around \$1800 on this issue. There is more research going on and one point made was that there are rock walls put up and generally they are put up on town roads. Also, some of the maps you can clearly see it alludes to some of the deeds that are on some of the things such as “roads 1856 forward leading by house of Adolphus Gerard formerly Seavey Road now Kettle Rock”.

Mr. Klawes made a motion to allow Derik Goodine to spend up to \$800 additional dollars on the Kettle Rock Road issue.

Ms. Higham seconded the motion.

A roll call was taken.

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

The motion passed. 5-0

#### **COMMUNITY POWER UPDATE**

Mr. Goodine stated we received conditional approval of our power plan. Mr. Goodine wrote a letter to Daniel Goldner. Chairman of New Hampshire PUC signed by him requesting they remove the condition on approval of Allenstown Community Power Plant, based on the fact that the town did give notice to our residents as specified.

Mr. Klawes made a motion to have the Town Administrator send the letter to the New Hampshire PUC pertaining to our conditional approval.

Ms. Higham seconded the motion.

A roll call was taken.

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

The motion passed. 5-0

## **TOWN ADMINISTRATOR REPORT**

Mr. Goodine stated that we are ordering a new AED for the Community Center as one of them died. There is an ad out for a deputy clerk. Sara Randlett has resigned effective Thursday June 15, 2023.

Mr. Klawes made a motion to accept the resignation of Sara Randlett.  
Ms. Higham seconded the motion.

A roll call was taken.

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

The motion passed. 5-0

Reminder that server migration will happen June 8<sup>th</sup> – June 12<sup>th</sup>.

He has corrected the May 1<sup>st</sup> minutes.

The man on Dowst Road is going to put up some no trespassing signs and hopefully quiet that down.

## **OTHER BUSINESS**

None

## **CONSENT CALENDAR, MINUTES AND MANIFEST**

### **• Ratify Consent Calendar: May 22, 2023**

Mr. Goodine stated he added in two items. The assessor added in the Vet App dated May 22, 2023, and also the General Maintenance Contract.

Ms. Higham made a motion to ratify the consent calendar of May 22, 2023  
Mr. Klawes seconded the motion.

A roll call was taken.

Scott McDonald, Aye  
Sandy McKenney, Abstained  
Jim Rodger, Aye  
Maureen Higham, Aye  
Keith Klawes, Aye

The motion passed. 4-0-1

### **• Review Minutes:**

- **Non-Public: April 17, 2023 Session I, Two Items;  
April 17, 2023, Session II, One Item; May 1, 2023**



Ms. Higham made a motion to accept the non-public meeting minutes of April 17, 2023, Session 1, two items.

Mr. Klawes seconded the motion.

A roll call was taken.

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

The motion passed. 5-0

Ms. Higham made a motion to approve the non-public meeting minutes of April 17, 2023, Session II, one item.

Mr. Klawes seconded the motion.

A roll call was taken.

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

The motion passed. 5-0

- **Public: April 3, 2023; and April 17, 2023; May 1, 2023**

Ms. Higham made a motion to accept the public meeting minutes of April 3, 2023 and April 17, 2023 and May 1, 2023.

Mr. Klawes seconded the motion.

A roll call was taken.

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

The motion passed. 5-0

- **Approve Payroll and Accounts Payable Manifests:**

Ms. Higham made a motion to approve Payroll and Accounts Payable Manifests ACH Manifest – 1038 and 1040, Check Manifest – 1039, 1041, and 1042, and Town P/R Manifest – May 4, 2023 and May 18, 2023.

Mr. Klawes seconded the motion.

A roll call was taken.

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

The motion passed. 5-0

**Non-Public Agenda Items 1**

Chair McDonald made a motion to enter into Non-Public Session at 7:56 pm in accordance with the provisions of RSA 91-A:3,II (c), one item.

Mr. Klawes seconded the motion.

A roll call was taken.

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

The motion passed. 5-0

Chair McDonald made a motion to come out of the Non-Public Session at 8:15 pm.

Mr. Klawes seconded the motion.

A roll call was taken.

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

The motion passed. 5-0

Chair McDonald made a motion to seal the minutes of the non-public session as they may adversely affect somebody, not a member of the Board.

Mr. Klawes seconded the motion.

A roll call was taken.

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

The motion passed. 5-0

#### ADJOURNMENT

Mr. Klawes made a motion to adjourn the meeting at 8:16 pm.

Ms. Higham seconded the motion.

A roll call was taken.

Scott McDonald, Aye

Sandy McKenney, Aye

Jim Rodger, Aye

Maureen Higham, Aye

Keith Klawes, Aye

The motion passed. 5-0

**TOWN OF ALLENSTOWN**  
**Selectboard Meeting Minutes**  
**16 School Street**  
**Allenstown, New Hampshire 03275**  
**May 22, 2023**  
**SIGNATURE PAGE**

Original Approval:		
SCOTT MCDONALD, Chair	DATE	
<i>Keith Klawes</i>	11 / 02 / 2023	
KEITH KLAUES, Vice Chair	DATE	
<i>MtHigham</i>	10 / 26 / 2023	
MAUREEN HIGHAM, Member	DATE	
<i>Sandra McKenney</i>	10 / 25 / 2023	
SANDRA MCKENNEY, Member	DATE	
<i>Jim Rodger</i>	11 / 06 / 2023	
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

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Sent for signature to Scott McDonald (smcdonald@allentownnh.gov), Maureen Higham (mhigham@allentownnh.gov), Sandra McKenney (smckenney@allentownnh.gov), Keith Klawes (kklawes@allentownnh.gov) and Jim Rodger (jrodger@allentownnh.gov) from dgoodine@allentownnh.gov  
IP: 73.56.248.12



**10 / 25 / 2023**  
13:32:53 UTC

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IP: 174.196.208.92



**10 / 25 / 2023**  
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**10 / 26 / 2023**  
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IP: 173.9.34.233



**11 / 02 / 2023**  
23:08:25 UTC

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**11 / 06 / 2023**  
20:57:25 UTC

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IP: 73.123.12.223



**11 / 06 / 2023**  
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