

**TOWN OF ALLENSTOWN  
Selectboard Meeting Minutes  
Old Allenstown Meeting House  
16 School Street  
Allenstown, NH 03285  
June 5, 2023**

**CALL TO ORDER**

The Allenstown Selectboard meeting of June 5, 2023 was called to order by Chair McDonald at 6:13 pm.

Chair McDonald called for the Pledge of Allegiance.

**ROLL CALL**

Present on the Board: Chair Scott McDonald, Jim Rodger, Keith Klawes, Sandra McKenney (remote)  
Maureen Higham joined the meeting at 6:47 pm (remote)

Allenstown Staff: Town Administrator Derik Goodine, Chief Erik Lambert, Brian Arsenault, Building Inspector and Code Enforcement Officer. Fire Chief Erik Lambert (remote)

Other: Mike Frascinella (Chair EDC Committee), Diane Adinolfo, (Planning Board Chair), Ron Adinolfo (Chair Trustees of the Trust Funds), Claudette Verville (Resident OAMH Committee) Kathleen Pelissier (Town Clerk), and Armand Verville (OAMH Committee)

Keith Klawes made a motion that Ms. McKenney be allowed to vote remotely.  
Scott McDonald seconded the motion.

A roll call was taken.

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

The motion passed. 4-0

Keith Klawes made a motion that Ms. Higham be allowed to vote remotely.  
Jim Rodger seconded the motion.

A roll call was taken.

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

The motion passed. 4-0

Chair McDonald stated that once again they met in the historic structure and thanked Claudette and Armand Verville for having them.

Armand Verville thanked the Board for continuing the tradition of meeting at the Old Meeting House once a year as it means a lot to them that the building is being used. The building goes back to 1815. The land was donated to the Town by the Burgan family for the meeting house and a burial ground. It took a couple years to build the Meeting House. They ran out of money so they completed the building with funds raised. Around 1875 or 1876, people moved out of the area and the building went into disrepair. Around 1900 the Daughters of the Revolution petitioned the town to be given the property, and they would take care of it. The town agreed, as long as they brought it back to its original condition. In 1909, the building had been completely restored.

In 1985, an arsonist tried to burn the building down. There was quite a bit of damage done; only three walls remained standing. It was rebuilt to be as close the original as possible. After the fire, the Daughters of the Revolution could no longer support the building. A few residents petitioned the town to get the building back, and they would raise the funds necessary to restore it which they were able to do it. Around 2013 or 2014, they were able to get the building completed.

#### **CITIZEN'S COMMENTS**

Michael Frascinella let the committee know the June 25<sup>th</sup> concert preparations are under way. He needs a volunteer project manager for each of the concerts.

#### **FIRE DEPARTMENT**

Chief Lambert stated that he spoke with Mr. Goodine and wants to get things straightened out with the Capital Reserve Fund before they ask for the heat money from the reserve that they spoke about last meeting. They can't start before August 1<sup>st</sup>. He will submit a PO when he has the actual numbers.

Mr. Goodine stated that he needs to get the paperwork to Mike O'Meara; that this is something the board gave verbal approval to last meeting. It needs a PO before a transfer can happen.

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

Mr. Goodine stated that these are some left over transfers that need to happen from 2022.

Ron Adinolfo stated that they are the rec reserve for the snow blower, the container the fire equipment, and the parking lot seal coat. He mentioned that they will be putting together some policies and procedures explaining how to procure the funds, how to deposit them, and asking for transfers. Because they are a board, they answer to the State of New Hampshire. He will be attending a conference on Thursday for the Trustees. He read that they are responsible for their accounting. He plans to get the balances squared away before the next Selectmen's meeting. They are short the \$16,000 that was approved at the last meeting. The check needs to be signed or approved and given to them to deposit so they can expend the funds.

Mr. Goodine stated he thinks it is part of the Manifest and as soon as they get enough signatures it will be taken care of. He will get the check to either Ron Adinolfo or Mike O'Meara.

Mr. Adinolfo stated that the Trustees of the Trusts would like to have a terminal on a small desk at the Town Hall that is secure that they can use. They could each have a log in so they can get the information out, or training materials, etc.

Mr. Goodine asked what time the next meeting will be. He also stated that the check will be ready for pick up on the 6<sup>th</sup> of June.

Mr. Adinolfo said their next meeting will be at 5:00 pm.

Chair McDonald asked if there is a spot for them to use.

Mr. Goodine stated he was not sure. Also, he could only create one account as he does not want to pay for three accounts. He would like it to be a laptop that can be locked up when not being used instead of a terminal left out.

#### **LIBRARY EMPLOYEES/DEFERRED COMPENSATION 457b ELIGIBILITY**

Mr. Goodine stated Kathleen was looking for different benefits the employees are allowed or not allowed to use and right now they do not allow part timers. He is looking for legal on some advice as we might have a snag there. Chair McDonald asked what is not allowed. Mr. Goodine stated we have the deferred compensation plan which is voluntary. He is the only one that gets a match as is stated in his contract because he did not do New Hampshire State retirement. When you open it up to part timers, there are some issues and that is what he is working on with legal.

Kathleen Pelissier stated that it would be good for the library and other part timers; she would like it for her deputy because they don't get retirement through the town. There is no cost to the town, because the employee puts in 100% of the retirement funds. It is a perk to give employees at no cost to the town.

Mr. Goodine stated there are some nuances in the plan that they need to look at carefully. He stated that they should have an answer by the next Board meeting.

#### **BOYS AND GIRLS CLUB UPDATE AND REQUEST**

Mr. Goodine stated that he was told from Chris last week that "the Boys and Girls Club would like to purchase a former shipping container to use as storage on the property. He has asked Derik for ideas on where to locate a container and he recommended I seek Board approval. If upon receiving approval to locate the storage on Allenstown Community Center property the location agreed upon by the Town Administrator, through you guys of course, and also as an update on the playground, we have contracted with Terrain and expect construction to commence this month on the park that they are building a new playground". They would like to have a small shipping container to keep their stuff in. He suggested putting up in back near the playground on the grassy area between the courts and the playground or up by the sidewalk next to the fence that goes to the basketball court.

Sandy McKenney stated she did not feel it should be near the playground as it may block the view of the children.

Jim Rodger stated he agreed with Sandy and it should be somewhere where it is up against something so all four sides are not open.

Mr. Goodine showed the board an area off the playground.

Chair McDonald stated he didn't want to overthink this; it is up to the Boys and Girls Club and it is just a storage unit.

Keith Klawes made a motion to allow the Boys and Girls Club to acquire a storage container to be placed on the Boys and Girls Club Suncook in a safe and convenient location.

Scott McDonald seconded the motion.

A roll call was taken.

Scott McDonald, Aye  
Sandy McKenney, no  
Jim Rodger, Aye  
Keith Klawes, Aye  
Maureen Higham, Aye

The motion passed. 4-0-1

#### **EMERGENCY OPERATION PLAN GRANT**

Mr. Goodine stated the Emergency Operation Plan needs to be done and we can hire a consultant to do this or we can hire an in-house consultant to do it, outside his regular duties. We would get a \$4000 grant to do this which would be forthcoming upon your approving applying for it and he suggests we hire Police Chief Michael Stark as a side job to do the update of the emergency operation plan.

Mr. Goodine gave a brief explanation of what this entails.

Keith Klawes made a motion to approve the Town to apply for the Emergency Operation Plan Update Grant with Chief Michael Stark doing the work.

Scott McDonald seconded the motion.

A roll call was taken.

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

The motion passed. 5-0

#### **KETTLE ROCK UPDATE – N/A**

No new information on this.

#### **COMMUNITY POWER UPDATE**

Chair McDonald stated there is a meeting scheduled tomorrow, June 6<sup>th</sup> and he will get some updates. He also stated they should send in the letter to the state to clarify the opt out provisions. He wants to be sure we don't have to go back to town meeting and get some type of town meeting approval but the document talks about the governing body being able to make changes that are not major to the plan from time to time.

#### **RESOURCE OFFICER GRANT**

Mr. Goodine stated he doesn't have anything for tonight, but will have information at the next meeting. The Chief is at the School Board meeting tonight so he could not be at the Selectboard meeting.

#### **TOWN ADMINISTRATOR REPORT**

Mr. Goodine stated that we need to extend Donna Baxter out for another 30 days at least as she is up for a renewal as administrative assistant. He informed the board that he spoke with the Town Clerk and what they would like to do with the Deputy Clerk position would be to make it full time, 35-40 hours per week from 8:00 – 5:00 or 5:30.

Kathleen Pelissier stated that preferably the time would be split with the person working in the Welfare office in the morning and the Town Clerk's office as the Deputy Clerk in the afternoon.

Keith Klawes made a motion to allow the Town Administrator to put an ad out for a joint staffed person to assist in a multitude of things including Welfare and Assistant Town Clerk, Code Enforcement Officer, and Building Inspector for 35 hours per week not to exceed 40 hours when needed.

Scott McDonald seconded the motion.

A roll call was taken.

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

The motion passed. 5-0

Keith Klawes made a motion to extend Donna Baxter for another 30 to 90 days if needed.  
Scott McDonald seconded the motion.

A roll call was taken.

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

The motion passed. 5-0

Mr. Goodine stated Mark Solamanto has resigned from the Highway Dept. so he is working on an ad to fill that full time highway dept. position. He also added to the consent calendar the one that went out today with the veteran's application which was just added by the Assessor today.

There was an Xfinity/Comcast update on May 22, 2023 talking about changes that will occur on or about August 24<sup>th</sup>. The Xfinity channel line-up and a few other channels will be moved to a new channel location.

There will be a non-public meeting tonight.

Ms. McKenney stated she spoke with Dawn at the Police Department today who asked her to remind everyone that the Police Department is having a bike safety day on Saturday, June 10<sup>th</sup> at 1:00 pm.

#### **OTHER BUSINESS**

None

**CONSENT CALENDAR, MINUTES AND MANIFEST**

• **Ratify Consent Calendar: June 5 2023**

Keith Klawes made a motion to ratify the consent calendar of June 5, 2023

Scott McDonald seconded the motion.

A roll call was taken.

Scott McDonald, Aye

Sandy McKenney, Aye

Jim Rodger, Aye

Keith Klawes, Aye

Maureen Higham, Aye

The motion passed. 5-0

• **Review Minutes: • Non-Public: May 22, 2023**

Keith Klawes made a motion to approve the Non-Public minutes of May 22, 2023

Scott McDonald seconded the motion.

A roll call was taken.

Scott McDonald, Aye

Sandy McKenney, Abstained

Jim Rodger, Aye

Keith Klawes, Aye

Maureen Higham, Aye

The motion passed. 4-0-1

• **Public: May 22, 2023**

Keith Klawes made a motion to approve the Public minutes of May 22, 2023.

Scott McDonald seconded the motion.

A roll call was taken.

Scott McDonald, Aye

Sandy McKenney, Abstained

Jim Rodger, Aye

Keith Klawes, Aye

Maureen Higham, Aye

The motion passed. 4-0-1

• **APPROVE PAYROLL AND ACCOUNTS PAYABLE MANIFESTS:**

**ACH Manifest – 1046 and 1049; Check Manifest – 1047 and 1050; Non-Check (CC) Manifest – 1043, 1044, and 1045; Town P/R Manifest - 06-01-23**

Keith Klawes made a motion to accept ACH Manifest – 1046 and 1049; Check Manifest – 1047 and 1050; Non-Check (CC) Manifest – 1043, 1044, and 1045; Town P/R Manifest - 06-01-23.  
Scott McDonald seconded the motion.

A roll call was taken.

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

The motion passed. 4-0-1

**NON-PUBLIC ITEM:**

Chair McDonald made a motion to enter into Non-Public Session at 7:43 pm in accordance with the provisions of RSA 91-A:3,II (c), one item.  
Keith Klawes seconded the motion.

A roll call was taken.

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

The motion passed. 5-0

Scott McDonald made motion to exit Non-Public session at 8:23 pm.  
Keith Klawes seconded the motion.

A roll call was taken.

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

The motion passed. 5-0

Scott McDonald made a motion the minutes of the Non-Public session be sealed as they may adversely affect someone not on this board.  
Keith Klawes seconded the motion.

A roll call was taken.

Scott McDonald, Aye

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

The motion passed. 5-0

### **ADJOURNMENT**

Keith Klawes made a motion to adjourn the meeting at 8:24 pm.  
Scott McDonald seconded the motion.

A roll call was taken.

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

The motion passed. 5-0



TOWN OF ALLENTOWN  
BOARD OF SELECTMEN  
PUBLIC MEETING MINUTES  
June 5, 2023

**Signature Page**

<b>Original Approval:</b>		
SCOTT MCDONALD, Chair	DATE	
<i>Matthew Higham</i>	10 / 26 / 2023	
MAUREEN HIGHAM, Member	DATE	
<i>Sandra McKenney</i>	10 / 25 / 2023	
SANDRA MCKENNEY, Member	DATE	
<i>Keith Klawes</i>	10 / 25 / 2023	
KEITH KLAUES, Member	DATE	
<i>Jim Rodger</i>	11 / 06 / 2023	
JIM RODGER, Member	DATE	
<b>Amendment Approvals:</b>		
<b>Amendment Description</b>	<b>Approval:</b>	<b>Date:</b>
	SCOTT MCDONALD, Member	DATE
	MAUREEN HIGHAM, Member	DATE
	ANDRA MCKENNEY, Membe	DATE
	KEITH KLAUES, Member	DATE
	JIM RODGER, Member	DATE

Title	BOS Minutes 06-05-23
File name	BOS Minutes 060523.pdf
Document ID	987339320cbeba415ff693e6af9f6a8bfe3779d4
Audit trail date format	MM / DD / YYYY
Status	● Pending signature

## Document History



**10 / 25 / 2023**  
12:57:19 UTC

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**  
13:33:34 UTC

Viewed by Sandra McKenney (smckenney@allentownnh.gov)  
IP: 174.196.208.92



**10 / 25 / 2023**  
13:33:51 UTC

Signed by Sandra McKenney (smckenney@allentownnh.gov)  
IP: 174.196.208.92



**10 / 25 / 2023**  
17:03:29 UTC

Viewed by Keith Klawes (kklawes@allentownnh.gov)  
IP: 50.237.188.172

Title	BOS Minutes 06-05-23
File name	BOS Minutes 060523.pdf
Document ID	987339320cbeba415ff693e6af9f6a8bfe3779d4
Audit trail date format	MM / DD / YYYY
Status	● Pending signature

## Document History



**10 / 25 / 2023**  
17:04:49 UTC

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**10 / 26 / 2023**  
13:45:46 UTC

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



**10 / 26 / 2023**  
13:45:57 UTC

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IP: 173.9.34.233



**11 / 06 / 2023**  
20:58:29 UTC

Viewed by Jim Rodger (jrodger@allentownnh.gov)  
IP: 73.123.12.223



**11 / 06 / 2023**  
21:00:33 UTC

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**11 / 06 / 2023**  
21:00:33 UTC

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