

**TOWN OF ALLENSTOWN**  
**Selectboard Meeting Minutes**  
**Town Hall**  
**16 School Street**  
**Allenstown, NH 03285**  
**June 19, 2023**

**Call To Order:**

The Allenstown Selectboard meeting of June 19, 2023 was called to order by Chair McDonald at 6:04 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  
, Fire Chief Lambert (arrived at 6:26 pm)

**Allenstown Staff:** Town Administrator Derik Goodine, Brian Arsenault, Building Inspector and Code Enforcement Officer (Remote)

**Other:** Diane Adinolfo, Trish Caruso, Kathleen Pelissier, Chad Pelissier and Sherry Miller

**Regular Agenda**

• **Fire Department**

**Inspector Salary Discussion**

Loring Child has been moved to fire inspector and has done a phenomenal job over the first three weeks. The Chief would like to move him up on the pay scale to get him closer to what other fire inspectors are making in surrounding towns.

Mr. Goodine asked what we receive for the inspections FF Child is doing.

Chief Lambert stated the inspections he is doing will pay for his salary and more.

Mr. Klawes asked if we are going to make the salary across the board to include his Firefighter salary or is it just going to pertain to the Fire Inspector position.

Chief Lambert said he would do some research before the next meeting to see what other towns do. The average pay for a fire inspector is \$30.00 per hour.

Mr. Klawes made a motion to have the Allenstown Fire Inspector salary at grade 12 for \$28.16 per hour for the time he is doing fire inspections on a contingency that the town can offer two separate salaries for the two positions.

Ms. McKenney 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

#### **Approval of Fire Students for EMS Grant & Approval of New Hires**

Chief Lambert said he has three potential new hires. Jamie Beers is a product of their ride along program, is 18 years old, and currently just put I for the firefighter 1 course. She also wants to become an EMT. The second one is Emily Palleschi. She wants to be a call firefighter, graduated high school two years ago, has no certification but wants to get into the EMT program. The third is Veronica Anaya who wants to become an EMT. Because she is already employed by the town it created complications that they would need to look into before being hired to the Fire Department.

Mr. Goodine said the Ms. Anaya would have to be put on hold until it is determined that it can be done.

Mr. Klawes made a motion to approve Jamie Beers, Emily Palleschi, and Michael Anaya for new hire and for approval for the EMS Grant.

Ms. McKenney 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

#### **• Planning Board Chair Diane Adinolfo**

##### **Rules of Procedure o Proposed Short Term Rental Ordinance**

Diane gave an update on development and procedure documents via a slide show. She has been working on the by laws procedures for the Planning Board, draft #3.

##### **Proposed Short Term Rentals**

She went over the new short term rental ordinance. The home owner would have a conditional use permit and would be responsible to safety and abiding by the ordinance. Keith Klawes suggested clarifying "owner occupied."

##### **Rules of Procedure for other Boards**

Diane created flow charts and procedures for the different Boards. She will be working on the Zoning Board next.

- **Deputy Clerk/Admin Assistant Discussion**

K. Pelissier passed out information to the Board. She stated at the last meeting there was some miscommunication between herself and Mr. Goodine in regards to the Deputy position. She spoke about combining the Deputy Clerk position with the Welfare position not with anything administrative. She feels it is important for the Deputy to be able to do all the functions of the job if for any reason there is a separation with the Town Clerk. She also needs coverage and 20 hours does not allow enough time for training and office coverage if she is out. There will also be a population increase coming and four large elections next year and she will need the backup and support.

She feels it would better to have a 25-hour position for the Deputy Clerk and 10-hour for Welfare. It would be too much to also include more administrative work on top of those two positions. If you do not want to separate the Deputy Clerk and Welfare, she will take the 20 hours but needs a decision as soon as possible.

Mr. Goodine said in the meeting to discuss the miscommunication, he stated that Ms. Pelissier could have the new person for 40 hours for 3 or 4 months to get the person properly trained but eventually they need the administrative support stuff which is what they budgeted for. If the Clerk is out sick or on vacation, the Deputy can work in the Clerk's office, but there will be time when they need to be doing the administrative/finance side. The new person would also be trained for the Welfare department.

Ms. Pelissier said that 20 hours is not enough for 3 or 4 months. It is not enough time for her to get the person trained.

A motion was made to table this until the next meeting.

- **Juneteenth Holiday Discussion**

Mr. Goodine stated this is a federal holiday but not a day off. The State observes the holiday but does not recognize it. Chair McDonald suggested the Town just let it be until the State decides to make it a mandatory federal holiday off. The Board agreed.

- **Various CRF Authorizations for Trustees of the Trusts**

Mr. Goodine said they already approved these through the PO process. He said instead of approving the PO and sending the money out, they should be spending the money and then once the project is done, then going and getting reimbursed.

The Park & Rec Capital Reserve was for the first one is the ice rink for \$15,882.40 for snow blower, container, and the shelter.

The Community Center hand dryers and the crushed stone and pipe that was put down on the rail trail.

Mr. Klawes made a motion to request the withdrawal of \$15,882.40 from the Recreation Capital Reserve Fund.

Maureen 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

Chair McDonald made a motion to request the withdrawal of \$1,368.57 from the Fire Department Equipment Reserve Fund.  
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 request the withdrawal of \$10,125.00 from the Town Hall Renovation Capital Reserve Fund for services done.

Ms. McKenney 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 Employees/ Deferred Compensation 457b Eligibility**

Mr. Goodine stated that there is nothing that precluded the town from acting to open the 457b Plan to part time employees based on the current wording in the personnel policy. Because call firefighters are considered temporary employees, they would not be eligible.

Mr. Klawes made a motion to let any regularly scheduled part time employees into the deferred compensation 457b Plan.

Ms. McKenney 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

- **Boys and Girls Club Update and Request**

Mr. Goodine stated they have not started yet but are ordering a container and will put it in the grass for now near the playground area. They received a grant from Home Depot for Gaga ball; a version of dodge ball. They need a pit.

Ms. Higham made a motion to allow them to build a sand pit for gaga ball.  
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

- **Kettle Rock Road Update –Next Meeting**

Mr. Goodine said he will have an update soon.

- **Community Power Update**

Mr. Goodine said they now have final approval, no conditional approval for the power plant so that is good to go.

- **Audit Questionnaires**

Mr. Goodine said he just needs the signatures on the document and Sherry will put in the other four on that sheet and we will be good to go on that.

- **Resource Officer Grant – Discussion in July**

Mr. Goodine said this will be discussed at the next meeting.

## **TOWN ADMINISTRATOR'S REPORT**

Mr. Goodine told them they can take their computers home but need to leave them on for Wednesday morning. They will be activating the VPNs. The computer needs to be connected to the internet.

At the next meeting, we will be having a public hearing to accept the funds coming in for bridge work from last year and this year. It is approximately \$62,425.02 It will be used for the bridge on River Street.

On June 22<sup>nd</sup>, the bridge on Route 28 between Allenstown and Pembroke will be closed.

Mike Bowen was sworn in officially as a Sargent over last weekend.

### **ROAD AGENT REPORT**

Mr. Pelissier asked where we are with the trash. Mr. Goodine said he has not heard back yet but will looking into it. He then asked about the letters for Deerfield Road. Mr. Goodine said the attorney is working on a side agreement for them to sign. They should be done this week some time.

Mr. Pelissier stated that Valley Street and Willow are done, and he has received bills today.

They are currently working on the drainage on Granite Street to take care of some of the water after the paving. They are waiting for Hooksett Paving to finish up their jobs on Canal Street.

He asked if they want to re-strike Deerfield Road again or hold off?

Mr. Goodine said they could stretch it if they need to but is that a section that you are going to pave over?

Mr. Pelissier said they would wait until after the paving.

Chair McDonald said he would check it out before the next meeting to see how bad it is.

### **OTHER BUSINESS**

Ms. McKenney asked the status of China Mills.

Mr. Goodine said he received an email that day from Brady Sullivan saying they are in the process of opening a new residential property called 25 Canal and they are in the planning phases of a grand opening ribbon cutting ceremony and would like someone from the Town to come say a few words. There is no date set, yet. Chair McDonald stated he would speak at the ribbon cutting ceremony.

### **CONSENT CALENDAR**

#### **• Ratify Consent Calendar: June 19, 2023**

Ms. Higham made a motion to ratify the consent calendar of June 19, 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

### **MINUTES AND MANIFESTS**

#### **• Review Minutes:**

#### **• Non-Public: June 5, 2023**

Ms. Higham made a motion to accept the Non-Public Meeting Minutes of June 5, 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

• **Public: June 5, 2023**

Ms. Higham made a motion to accept the Public Meeting minutes of June 5, 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

**Check Manifest – 1052**

**ACH Manifest – 1051**

- o Check Manifest – 1052 ;
- o Non-Check (CC) Manifest
- o Town P/R Manifest - 06-1-23

Ms. Higham made a motion to accept the Check Manifest – 1052, the ACH Manifest 1051 and the Town P/R Manifest dated June 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

**06-15-23 Non-Public Agenda Items 1**

Chair McDonald made a motion to enter Non-Public Session in accordance with the provisions of RSA 91-A:3,II (c) at 8:53 pm.

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 exit the Non-Public Session at 9:54 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 that the minutes of the Non-Public Session be sealed as they may adversely affect someone not a member of this 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

Mr. Klawes made a motion to adjourn the meeting at 9:56 pm.  
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



TOWN OF ALLENTOWN  
BOARD OF SELECTMEN  
PUBLIC MEETING MINUTES  
June 19, 2023

**Signature Page**

<b>Original Approval:</b>		
SCOTT MCDONALD, Chair	DATE	
<i>Mr Higham</i>	10 / 16 / 2023	
MAUREEN HIGHAM, Member	DATE	
<i>Sandra McKenney</i>	10 / 21 / 2023	
SANDRA MCKENNEY, Member	DATE	
<i>Keith Klawes</i>	10 / 15 / 2023	
KEITH KLAUES, Member	DATE	
<i>Jim Rodger</i>	10 / 15 / 2023	
JIM RODGER, Member	DATE	
<b>Amendment Approvals:</b>		
Amendment Description:	Approval:	Date:
	SCOTT MCDONALD, Member	DATE
	MAUREEN HIGHAM, Member	DATE
	SANDRA MCKENNEY, Member	DATE
	KEITH KLAUES, Member	DATE
	JIM RODGER, Member	DATE

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IP: 73.56.248.12



**10 / 15 / 2023**  
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**10 / 15 / 2023**  
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**10 / 16 / 2023**  
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**10 / 21 / 2023**  
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**10 / 21 / 2023**  
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