

TOWN OF ALLENSTOWN
SELECTBOARD EMERGENCY MEETING MINUTES
16 SCHOOL STREET
ALLENSTOWN, NH 03285
JULY 17, 2023

Call To Order:

The Allenstown Selectboard meeting of July 17, 2023 was called to order by Chair McDonald at 5:00 pm.

Chair McDonald called for the Pledge of Allegiance.

Roll Call

Present on the Board: Chair Scott McDonald, Jim Rodger, and Sandra McKenney
Keith Klawes joined the meeting at 5:23 pm by phone.

Members Absent: Maureen Higham

Allenstown Staff: Town Administrator Derik Goodine

Other: Diane Adinolfo

REGULAR AGENDA

- **Appointments (Needed to fill vacancy of a Fair Hearing Officer) (will also appoint an Asst. Welfare Officer)**

Asst. Welfare Director

Mr. Goodine stated they would like to appoint Sherry Miller as an Asst. Welfare Director to go along with Veronica and himself. Her term would expire June 30, 2024 pursuant to RSA165 which are the local welfare laws.

Chair McDonald made a motion to accept the appointment of Sherry Miller as Asst. Welfare Director, term to start today and expire on June 30. 2024.

Jim Rodger seconded the motion.

A roll call was taken.

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

The motion passed. 3-0

Ms. McKenney stated that she did not know anything about the case being brought to the public hearing. Mr. Goodine said it is confidential and can't be discussed publicly. He will be acting as the Welfare Officer for a Fair Hearing, and Sherry Miller will be the assistant as Veronica Anaya is on vacation.

Ms. McKenney asked if these positions to be a residents. Mr. Goodine checked, and said since municipalities can share welfare officers under municipal agreements, it isn't a requirement. He added that the position does not need to be a resident because it is an appointed position not an elected position also.

Fair Hearing Officer

Mr. Goodine stated they would like to appoint Deb Bourbeau of Bow NH as the Welfare Fair Hearing Officer with an expiration date of June 30, 2024 for this position. She is the Welfare Director in Bow NH.

Chair McDonald stated that the more separation to the Town the better the candidate is for a Fair Hearing

Mr. Goodine stated that is the recommendation of the Art of Welfare Guide is that the person being a Fair Hearing Officer should be somebody that is familiar with welfare and the laws and rules of the program. The book states that "The hearing is conducted by a Hearing Officer appointed by the governing body. The person selected to be the Hearing Officer must be someone who has not had any contact with the case being appealed. Therefore, neither Welfare Administrator nor the governing body can serve as a hearing officer. This ensures the person selected to hear the matter has not been prejudged. The case Hearing Officer should be a person who is familiar with welfare laws, fair minded, skilled at interviewing to obtain evidence and facts necessary for a fair hearing determination and capable of conducting the proceeding in a fair and orderly fashion. Often the Welfare Administrator for another town serves as the Hearing Officer. The practice is acceptable so long as the person did not participate in the case under appeal." Thus Ms. Bourbeau fits this description perfectly. He added that both Pembroke and Hooksett officials couldn't hear the case either because of their schedules or they assisted with the case in question.

Chair McDonald called Keith Klawes to see if he could be at the meeting in a few minutes, or if he could call into the meeting.

Chair McDonald made a motion to allow Keith Klawes to attend the meeting by cell phone because he is out of town during an emergency meeting.

Ms. McKenney seconded the motion.

A roll call was taken.

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

The motion passed. 3-0

Chair McDonald made a motion that Deb Bourbeau of Bow, NH be appointed the Welfare Fair Hearing Officer term to start July 18, 2023 and expire on June 30, 2024.

Jim Rodger seconded the motion.

A roll call was taken.

Scott McDonald, Aye

Sandy McKenney, No

Jim Rodger, Aye

Keith Klawes, Aye

The motion passed. 3-0-1

ADJOURN

Chair McDonald made a motion to adjourn the meeting at 5:27 pm.

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

TOWN OF ALLENTOWN
BOARD OF SELECTMEN
PUBLIC MEETING MINUTES
JULY 17, 2023

Signature Page

Original Approval:		
SCOTT MCDONALD, Chair	DATE	
<i>M. Higham</i>	10 / 16 / 2023	
MAUREEN HIGHAM, Member	DATE	
<i>Sandra McKenney</i>	10 / 17 / 2023	
SANDRA MCKENNEY, Member	DATE	
<i>Keith Klawes</i>	10 / 14 / 2023	
KEITH KLAUES, Member	DATE	
<i>Jim Rodger</i>	10 / 15 / 2023	
JIM RODGER, Member	DATE	
Amendment Approvals:		
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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SENT

10 / 13 / 2023

01:23:14 UTC

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



VIEWED

10 / 14 / 2023

23:04:53 UTC

Viewed by Keith Klawes (kklawes@allenstownnh.gov)
IP: 73.142.236.237



SIGNED

10 / 14 / 2023

23:05:15 UTC

Signed by Keith Klawes (kklawes@allenstownnh.gov)
IP: 73.142.236.237



VIEWED

10 / 15 / 2023

15:50:54 UTC

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10 / 15 / 2023
15:51:44 UTC

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10 / 16 / 2023
22:41:41 UTC

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IP: 173.162.255.27



10 / 16 / 2023
22:42:00 UTC

Signed by Maureen Higham (mhigham@allentownnh.gov)
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10 / 17 / 2023
23:44:00 UTC

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IP: 174.196.194.60



10 / 17 / 2023
23:46:33 UTC

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