

TOWN OF ALLENSTOWN
SELECTBOARD MEETING MINUTES
16 SCHOOL STREET
ALLENSTOWN, NH 03285
AUGUST 7, 2023

Call To Order:

The Allenstown Selectboard meeting of August 7, 2023 was called to order by Chair McDonald at 6:05 pm.

Chair McDonald called for the Pledge of Allegiance.

Roll Call

Present on the Board: Chair Scott McDonald, Maureen Higham, Jim Rodger, Sandra McKenney

Members Absent: Keith Klawes

Allenstown Staff: Town Administrator Derik Goodine, Brian Arsenault, Building Inspector and Code Enforcement Officer, (remotely) Chad Pelissier joined at 6:08 (remotely)

Other: Diane Adinolfo, Ron Adinolfo, Trish Caruso, Howard Komm, Mike Frascinella and Sherry Miller. Brittney Bolstridge and Judy Silver joined at 6:08 (remotely) Louise Letendre and Evelyn Bouffard joined the meeting at 6:12 pm.

CITIZENS COMMENTS

Mike Frascinella stated the EDC is on schedule for its next concert on August 13th. He also spoke about a new newspaper that a real estate agent had contacted him a few weeks ago to ask him to write tributes. It is to promote the town and town business. Ms. McKenney said she saw it and thought it was great.

Ron Adinolfo gave an update on the TOTT Committee. At the end of this month or beginning of September they should have an idea of what they want to do with investments.

REGULAR AGENDA

Introduction of Town Clerk and Deputy Town Clerk Appointment and Introduction

Diane Adinolfo has been appointed as Town Clerk/Tax Collector and has been working with Evelyn Pike from Chichester to get up to speed.

Mrs. Adinolfo stated she met with Ms. Pike who is a 30-year Town Clerk/Tax Collector for Chichester. She knows the whole office except for the software they use for the auto registrations. Judy Silver is also going to come back to help. They are meeting tomorrow. The plan is to bring Brittney in to take over as Town Clerk/Tax Collector.

Chair McDonald thanked Mrs. Adinolfo for stepping in and helping them out.

Mrs. Adinolfo said they will meet to discuss who can do what and build a spreadsheet and track the training from there so they can get up and running.

Mr. Goodine stated that the State came in and did a closing audit on the Town Clerk/Tax Collector. They are waiting for the results. They also have a small army of clerks from other towns to help. There is a town that will help with registrations on Wednesdays through August and maybe longer, and another town that will be able to help on Tuesdays starting the 22nd of August. Brittney will be starting on the 20th of August but will be working on a few Thursdays.

He then introduced Brittney Bolstridge who is an Allentown resident. She stepped forward and wants to be the Town Clerk. She will shadow another town's Deputy Clerk for as long as we need to send her there.

Ms. Bostridge stated she is very excited to come on as any roll she is given and help where she can. She is a life long resident of Allentown. She bought the house she grew up in from her parents.

Chair McDonald read the Certificate of Appointment from Diane Adinolfo, Town Clerk/Tax Collector to Brittney Bolstridge, Deputy Town Clerk/Tax Collector. Her start date is August 20, 2023 and the term shall expire on March 10, 2024.

Chair McDonald made a motion to approve the appointment of Brittney Bolstridge as Deputy Town Clerk/Tax Collector. Term to start August 20, 2023 and expires on March 10, 2024.

Ms. McKenney seconded the motion.

A roll call was taken.

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

The motion passed. 4-0

Transition Plan for Town Clerk/Tax Collector Offices

Chair McDonald made a motion that Diane Adinolfo, serving as our Town Clerk/Tax Collector, be paid at the rate of \$20 per hour effective August 2, 2023.

Maureen Higham seconded the motion.

A roll call was taken.

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

The motion passed. 4-0

Chair McDonald made a motion that Brittney Bolstridge, our newly appointed Deputy Clerk/Tax Collector, be paid an annual salary of \$49,920 to start August 20, 2023. Rate of pay prior to that will be \$24 per hour prior to August 20, 2023.

Maureen Higham seconded the motion.

A roll call was taken.

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

The motion passed. 4-0

Mr. Goodine stated the Town Clerk's office will be closed this week to the public.

MRI Contract – Finance Services Consulting

Mr. Goodine stated that they just had the finance audit and there are a few things they want to polish up. They want to get some help for the Finance Department that is young. He reached out to MRI and find out what that would entail. MRI has offered Rita Donaldson, who has worked in this office before, to come back at a rate of \$110 per hour to provide that service of assistance for the Finance Department. One of the things to do is the escrows and the funds and transition of what is coming with the change of Town Clerk. She will come as needed.

Chair McDonald made a motion to approve the contract with Municipal Resources Inc. to help with financial updates in the office with a rate to be \$110 per hour.

Maureen Higham seconded the motion.

A roll call was taken.

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

The motion passed. 4-0

Inter Municipal Agreement with Town of Bow for MV Registrations

Chair McDonald read the Inter Municipal Agreement between Allenstown and Bow.

Chair McDonald made a motion to approve the Inter Municipal Agreement between Allenstown and Bow to go into effect immediately.

Maureen Higham seconded the motion.

A roll call was taken.

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

The motion passed. 4-0

Kettle Rock Road Update

No update

Community Power Update

No update with their committee.

TOWN ADMINISTRATOR'S REPORT

Mr. Goodine stated October 26, 2023 is the grand opening of Hillsbrook. The resident message is up on the website.

They are going to try and find the time over the next week or two to move from Voyager to the Wex Gas card. There have been problems with the Voyager cards. He needs authorization from the Board to have the Finance Director to have those things filled out.

Chair McDonald made a motion to approve the Town signing up for the Wex Gas cards.

Maureen seconded the motion.

A roll call was taken.

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

The motion passed. 4-0

There needs to be some training for Interware Development for the Town Clerk's office. The proposal is for 8 hours at a cost of \$1000 total. That is to get training in the EV2 gov and Clerks works which is what we need to have in order to have the Clerk's computers work for the tax payers.

Ms. McKenney made a motion to approve a training contract with Interware Development of Amherst, NH for 8 hours of training at a cost of \$1000.

Chair McDonald seconded the motion.

A roll call was taken.

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

The motion passed. 4-0

ROAD AGENT REPORT

Mr. Pelissier stated they are hoping to get down to the Rail Trail sometime in September. He is hoping they will have half of the pipe work on Canal Street done by the end of the week and will finish it up next week. They also have a bunch of culverts to do next week up off Deerfield Road. Then those two roads will be ready to pave. Ridge Road is waiting on a resident that wants to hook on to the water so that is on hold but will wrap up the paving for this year except for Reserve which he does not see happening because the gas company is not working very fast up there so it will have to wait until Spring.

The mowing has been getting done in the off time.

Mr. Goodine asked about Kirby. They believe some of the wetness at the Community Center is coming from the drainage off the parking lot. Brian suggested doing some curbing up near the top of the parking lot so the water runs past the walkway upstairs.

Mr. Pelissier asked if he wants asphalt there or granite curb.

Mr. Goodine said it is up to him. Mr. Pelissier said they can do a granite curb and be aware it is there when plowing.

Mr. Goodine said they need the water shoots past that walkway and away from the building.

Mr. Pelissier asked what they found out about vacation time and elected officials.

Mr. Goodine stated that what they have been told by the Attorneys is that elected officials are not supposed to be accumulating sick, vacation or personal time under the personnel policy.

OTHER BUSINESS

Louise Letendre stated that she and Evelyn Bouffard are here because Derik got them a refurbished lap top. They can no longer use it because Evelyn gets locked out and must get a new password from the state and she has the same problem. She feels she needs a new laptop. Mr. Goodine said that was a new computer not refurbished. He will look in to the problem. It has something to do with Edge.

CONSENT CALENDAR, MINUTES AND MANIFESTS

Ratify Consent Calendar: August 7, 2023

Ms. Higham made a motion to ratify the consent calendar of August 7, 2023.

Ms. McKenny seconded the motion.

A roll call was taken.

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

The motion passed. 4-0

Review Minutes:

Non-Public: July 24, 2023, July 28, 2023, and August 2, 2023

Ms. Higham made a motion to approve the Non-Public minutes of July 24, 2023.

Ms. McKenney seconded the motion.

A roll call was taken.

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

The motion passed. 4-0

Public: July 24, 2023, July 28, 2023, and August 2, 2023

Ms. Higham made a motion to approve the public meeting minutes of July 24, 2023 and August 2, 2023.

Chair McDonald seconded the motion.

A roll call was taken.

Scott McDonald, Aye
Sandy McKenney, Aye

Jim Rodger, Aye
Maureen Higham, Aye

The motion passed. 4-0

Approve Payroll and Accounts Payable Manifests:

ACH Manifest – 1067; Check Manifest – 1068; Non-Check (CC) Manifest – 1065 and 1066;
Town P/R Manifest - 07-13-23 and 7-27-23

Ms. Higham made a motion to approve the ACH Manifest – 1067; Check Manifest – 1068; Non-Check (CC) Manifest – 1065 and 1066; Town P/R Manifest - 07-13-23 and 7-27-23

Ms. McKenney seconded the motion.

A roll call was taken.

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

The motion passed. 4-0

Chair McDonald made a motion to enter non-public session in accordance with the provisions of RSA 91-A:3,II (c) 3 items at 7:18 pm.

Ms. Higham seconded the motion.

A roll call was taken.

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

The motion passed. 4-0

Chair McDonald made a motion to come out of the non-public session at 8:04 pm.

Ms. Higham seconded the motion.

A roll call was taken.

Scott McDonald, Aye
Sandy McKenney, Aye

Jim Rodger, Aye
Maureen Higham, Aye

The motion passed. 4-0

Chair McDonald made a motion that the minutes of the Non-Public session be sealed as they may have an adverse effect on somebody not a member of this Board.
Ms. Higham seconded the motion.

A roll call was taken.

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

The motion passed. 4-0

Chair McDonald made a motion that the Board accept a payment plan with the property subject to the Non-Public for \$1200 per month starting in August and including their income taxes until paid off and authorize Town Administrator to sign the agreement.
Ms. Higham seconded the motion.

A roll call was taken.

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

The motion passed. 4-0

Ms. Higham made a motion to adjourn the meeting at 8:06 pm.
Ms. McKenney seconded the motion.





A roll call was taken.

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

The motion passed. 4-0

TOWN OF ALLENTOWN
BOARD OF SELECTMEN
PUBLIC MEETING MINUTES
August 7, 2023

Signature Page

Original Approval:		
SCOTT MCDONALD, Chair	DATE	
	10 / 16 / 2023	
MAUREEN HIGHAM, Member	DATE	
	10 / 21 / 2023	
SANDRA MCKENNEY, Member	DATE	
	10 / 18 / 2023	
KEITH KLAUES, Member	DATE	
	10 / 16 / 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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