

**TOWN OF ALLENSTOWN  
Selectboard Meeting Minutes  
TOWN HALL  
16 School Street  
Allenstown, NH 03285**

**October 17, 2022**

**Call to Order**

The Allenstown Selectboard special meeting of October 17, 2022 was called to order by Ms. McKenney at 6:00 pm.

**Roll Call**

Present on the Board: Chair Scott McDonald, Maureen Higham, Jim Rodger, Keith Klawes, Sandy McKenney

Allenstown staff: Derik Goodine, Town Administrator, Sherry Miller, Finance Director, Brian Arsenault, (Building Inspector and Code Enforcement Officer), Kyle Gingras, Plodzick & Sanderson (Town Auditors), Chris Emond, Boys and Girls Club, Jennifer Walter, Boys and Girls Club, Romy Mauver, Boys and Girls Club, Rick Payne, OPS Manager, River Pines Coop; Chief Eric Lambert, AFD Fire Chief. Mike Frascinella arrived late.

Ms. McKenney called for the Pledge of Allegiance.

Ms. McKenney made a Motion to allow Chair McDonald to participate in the meeting remotely since they have a quorum in the room. Mr. Klawes seconded the Motion.

A roll call was taken.

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

The motion passed.

Mr. Goodine said Ms. McKenney will act as Chair for the meeting.

**CITIZENS' COMMENTS**

None.

## **REGULAR AGENDA**

- **2021 Audit Presentation**

Kyle Gingras introduced himself to the Board and said they were going to go over the annual financial report for 2021.

Mr. Gingras said the first paragraph addresses Adverse and Modified Opinions and then Summary of Opinions and then Summary of those Opinions.

With regard to Adverse Opinion on Governmental Activities, Business-Type Activities and Proprietary Fund, they issued an adverse opinion. He said the explanation for the adverse opinion is at the top of the next page. He said what it comes down to is the infrastructure capital assets (roads, sidewalks, sewer lines, etc.) has not been inventoried at historical cost. He said that he knows there was an effort by the Town to come up with numbers for this due to the timing of getting the report out, etc. but he expects moving forward that this will be resolved in future years.

So for the opinions of the general funds and the aggregate funds that “accounting principles generally accepted in the US require that infrastructure capital assets be capitalized and depreciated, which would increase the assets, net position, and expenses of the governmental activities, business-type activities and proprietary fund.”

He said if he refers to any GASB, which stands for “Governmental Accounting Standards Board” which comes up with any governmental codes that they follow so for GASB 34 – “Basic Financial Statements- and Management’s Discussion and Analysis- for State and Local Governments”. He said this just explains what they do.

He said to go through the financial statements, they come in and verify the numbers independently as part of their audit.

Mr. Gingris said he would start from the basic level and then built up to the most recent financial statement.

He referred to p. 51 of the final audit report. See below:

	Estimated	Actual	Variance Positive (Negative)
Taxes:			
Property	\$ 2,346,404	\$ 2,476,851	\$ 130,447
Yield	1,500	1,327	(173)
Excavation	-	1,514	1,514
Interest and penalties on taxes	110,500	83,457	(27,043)
Total from taxes	2,458,404	2,563,149	104,745

Licenses, permits, and fees:			
Business licenses, permits, and fees	500	1,304	804
Motor vehicle permit fees	740,000	845,521	105,521
Building permits	150,000	158,821	8,821
Other	8,900	8,595	(305)
Total from licenses, permits, and fees	<u>899,400</u>	<u>1,014,241</u>	<u>114,841</u>
Intergovernmental:			
State:			
Meals and rooms distribution	321,108	321,108	-
Highway block grant	88,060	88,037	(23)
State and federal forest land reimbursement	4,668	4,668	-
Other	-	2,860	2,860
Total from intergovernmental	<u>413,836</u>	<u>416,673</u>	<u>2,837</u>
Charges for services:			
Income from departments	54,100	56,072	1,972
Other charges	3,000	846	(2,154)
Total other financing sources	<u>57,100</u>	<u>56,918</u>	<u>(182)</u>
Miscellaneous:			
Sale of municipal property	-	15,519	15,519
Interest on investments	3,000	3,227	227
Other	2,000	3,288	1,288
Total from miscellaneous	<u>5,000</u>	<u>22,034</u>	<u>17,034</u>
Other financing sources:			
Transfers in	-	3,814	3,814
Note proceeds	-	6,730	6,730
Total other financing sources	<u>-</u>	<u>10,544</u>	<u>10,544</u>
Total revenues and other financing sources	3,833,740	<u>\$ 4,083,559</u>	<u>\$ 249,819</u>
Unassigned fund balance used to reduce tax rate	509,000		
Amounts voted from fund balance	244,900		
Total revenues, other financing sources, and use of fund balance	<u>\$ 4,587,640</u>		

He said total revenues and other financing sources equal \$249,819.00.

For Schedule 2, Mr. Gingris said for the overall expenditures, this is presented on a budgetary basis:

Total appropriations, expenditures, other financing uses, and encumbrances	<u>\$106,320</u>	<u>\$ 4,587,640</u>	<u>\$ 4,459,244</u>	<u>\$ 85,382</u>	<u>\$ 149,334</u>
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He said where they had a little bit of wiggle room was the Budget Administration, which is largely health insurance cost. The amount of \$149,334.00 was left over.

Mr. Gingras next discussed Schedule 3:

**SCHEDULE 3**  
**TOWN OF ALLENTOWN, NEW HAMPSHIRE**  
**Major General Fund**  
**Schedule of Changes in Unassigned Fund Balance**  
**For the Fiscal Year Ended December 31, 2021**

Unassigned fund balance, beginning (Non-GAAP Budgetary Basis), as restated (see Note 18)		\$ 2,803,508
Changes:		
Unassigned fund balance used to reduce 2021 tax rate		(509,000)
Amounts voted from fund balance		(244,900)
2021 Budget summary:		
Revenue surplus (Schedule 1)	\$ 249,819	
Unexpended balance of appropriations (Schedule 2)	149,334	
2021 Budget surplus		399,153
Decrease in nonspendable fund balance		1,173
Unassigned fund balance, ending (Non-GAAP Budgetary Basis)		2,449,934
<b>Reconciliation on Non-GAAP Budgetary Basis to GAAP Basis</b>		
To record deferred property taxes not collected within 60 days of the fiscal year-end, not recognized on a budgetary basis		(195,545)
Elimination of the allowance for uncollectible taxes		140,000
Unassigned fund balance, ending, GAAP basis (Exhibit C-1)		<u>\$ 2,394,389</u>

He said that these are Schedule of Changes in the Unassigned Fund Balance for this fiscal year. At the beginning of the year, it was \$2,803,508 and at the end of the year it was \$2,449,934. The reconciliation has to do with differences in the basis of accounting on the financial schedules for budgetary basis and not GAAP basis.

Mr. Gringras discussed Schedules 4 and 5:

**SCHEDULE 4**  
**TOWN OF ALLENTOWN, NEW HAMPSHIRE**  
**Nonmajor Governmental Funds**  
**Combining Balance Sheet**  
**December 31, 2021**

	Special Revenue Funds				Total
	Conservation Commission	DARE	Public Safety Services Revolving	Permanent Fund	
<b>ASSETS</b>					
Cash and cash equivalents	\$ 1,366	\$ 8,893	\$ 110,525	\$ -	\$ 120,784
Investments	-	-	-	6,010	6,010
Accounts receivable	-	-	1,395	-	1,395
Total assets	<u>\$ 1,366</u>	<u>\$ 8,893</u>	<u>\$ 111,920</u>	<u>\$ 6,010</u>	<u>\$ 128,189</u>
<b>LIABILITIES</b>					
Interfund payable	\$ -	\$ -	\$ 38,065	\$ -	\$ 38,065
<b>FUND BALANCES</b>					
Nonspendable	-	-	-	5,313	5,313
Restricted	-	8,893	-	697	9,590
Committed	1,366	-	73,855	-	75,221
Total fund balances	<u>1,366</u>	<u>8,893</u>	<u>73,855</u>	<u>6,010</u>	<u>90,124</u>
Total liabilities and fund balances	<u>\$ 1,366</u>	<u>\$ 8,893</u>	<u>\$ 111,920</u>	<u>\$ 6,010</u>	<u>\$ 128,189</u>

**SCHEDULE 5**  
**TOWN OF ALLENSTOWN, NEW HAMPSHIRE**  
*Nonmajor Governmental Funds*  
**Combining Schedule of Revenues, Expenditures, and Changes in Fund Balances**  
**For the Fiscal Year Ended December 31, 2021**

	Special Revenue Funds				Total
	Conservation	DARE	Public Safety	Permanent	
	Commission		Services Revolving	Fund	
<b>REVENUES</b>					
Charges for services	\$ -	\$ -	\$ 27,938	\$ -	\$ 27,938
Miscellaneous	1	8,564	102	86	8,753
Total revenues	1	8,564	28,040	86	36,691
<b>EXPENDITURES</b>					
Current:					
General government	-	-	-	226	226
Public safety	-	5,934	36,180	-	42,114
Total expenditures	-	5,934	36,180	226	42,340
Net change in fund balances	1	2,630	(8,140)	(140)	(5,649)
Fund balances, beginning, as restated (see Note 18)	1,365	6,263	81,995	6,150	95,773
Fund balances, ending	\$ 1,366	\$ 8,893	\$ 73,855	\$ 6,010	\$ 90,124

These are a Balance Sheet and Revenues and Expenditures for non-major funds.

He said Schedules 6 and 7 are for Custodial Funds:

**SCHEDULE 6**  
**TOWN OF ALLENSTOWN, NEW HAMPSHIRE**  
**Custodial Funds**  
**Combining Schedule of Fiduciary Net Position**  
**December 31, 2021**

	Custodial Funds				Total
	School	School	Escrows	State	
	and County	District		Fees	
	Taxes	Trust Funds			
<b>ASSETS</b>					
Cash and cash equivalents	\$ -	\$ -	\$ 74,683	\$ -	\$ 74,683
Investments	-	672,869	-	-	672,869
Intergovernmental receivables	2,991,498	-	-	-	2,991,498
Total assets	2,991,498	672,869	74,683	-	3,739,050
<b>LIABILITIES</b>					
Due to school district	2,991,498	-	-	-	2,991,498
<b>NET POSITION</b>					
Restricted	\$ -	\$ 672,869	\$ 74,683	\$ -	\$ 747,552

**SCHEDULE 7**  
**TOWN OF ALLENSTOWN, NEW HAMPSHIRE**  
**Custodial Funds**  
*Combining Schedule of Changes in Fiduciary Net Position*  
*For the Fiscal Year Ended December 31, 2021*

	Custodial Funds				
	School and County Taxes	School District Trust Funds	Escrows	State Fees	Total
<b>Additions:</b>					
Contributions	\$ -	\$ 237,100	\$ 29,074	\$ -	\$ 266,174
Investment earnings	-	-	69	-	69
Change in fair market value	-	(284)	-	-	(284)
Tax collections for other governments	6,873,001	-	-	-	6,873,001
State fees collected	-	-	-	321,938	321,938
Total additions	6,873,001	236,816	29,143	321,938	7,460,898
<b>Deductions</b>					
Benefits paid	-	7,926	-	-	7,926
Payments of taxes to other governments	6,873,001	-	-	-	6,873,001
Payments of State fees	-	-	-	321,938	321,938
Total deductions	6,873,001	7,926	-	321,938	7,202,865
Change in net position	-	228,890	29,143	-	258,033
Net position, beginning, as restated (see Note 18)	-	443,979	45,540	-	489,519
Net position, ending	\$ -	\$ 672,869	\$ 74,683	\$ -	\$ 747,552

These are monies the Town collects on behalf of other parties for example, the School District.

Mr. Gingras discussed Exhibit D which is a Statement of Revenues, Expenditures and changes in Fund Balance. It is basically a summary of Schedules 1, 2 and 3 in one table. The fund balance shown here is on a budgetary basis.

He said Exhibit C-1 is the Governmental Funds Balance Sheet and C-3 is the Revenues and Expenditures. For C-1, they have the general fund which is the Town's main operating fund and the other governmental funds- so these are all the non-major funds they discussed earlier.

Mr. Gingras said one thing that differs on the General Fund here from what they have on the budgetary basis, is this general fund includes the library and trust funds which part has to do with GATSBY 54 (a statement on how they classify funds.)

He said if you compare the financials to the prior year, you will notice that the cash and intergovernmental payables are significantly higher and that is due to a change in reporting based on GATSBY 84. But it doesn't affect the overall fund balance. Mr. Gingris said if you look at Exhibit F-1 which is the Fiduciary Funds, you will see that they report the school again so it is in both the Fiduciary Funds and the General Funds. This is a change in presentation from the prior year that he wanted to highlight.

*EXHIBIT F-1*  
*TOWN OF ALLENTOWN, NEW HAMPSHIRE*  
*Fiduciary Funds*  
*Statement of Fiduciary Net Position*  
*December 31, 2021*

	All Custodial Funds
<b>ASSETS</b>	
Cash and cash equivalents	\$ 74,683
Investments	672,869
Intergovernmental receivable	2,991,498
Total assets	<u>3,739,050</u>
<b>LIABILITIES</b>	
Due to school district	<u>2,991,498</u>
<b>NET POSITION</b>	
Restricted	<u>\$ 747,552</u>

Mr. Gingras said another thing he will point out is that under the deferred resources, there is an unavailable revenue ARPA grant, so the Town saved \$232,777. He said that was before the end of the year, and the Town had not yet spent the money so it was deferred and will be a future revenue source.

He said described the other five balances that they have in the report.

Mr. Gingras said with regard to Exhibit A, they have governmental activities and business-type activities. C-2 and C-4 list out all of the reconciliation items. He said the business-type activities include the sewer which gets reported in these financial statements and it also has separate exhibits at E-1, E-2 and E-3. Exhibit A is the Balance Sheet, Exhibit B is Revenues and Expenditures, and that covers the major points.

He will say that there were no material weaknesses or significant deficiencies. He said there were a couple of small items that they referenced in their governance letter but they discuss those with management as they come up.

Mr. Gingras said things look good overall and he would like to thank the finance office. He said they had to push to get everything done early but they were able to do it.

- **Community Center Upgrades from Boys and Girls Club**

Chris Emond said as they know, they opened up a pre-school at the Community Center and have been running it for several years. He said they had discussed about putting some more shade structures out there for the summer.

He said they hired a landscape architect to put this together and they will be starting construction next year. He said they are looking at more of a nature themed playground and Ms. Mauver provided a detailed description for the Board of what it will look like.

Mr. Arsenault mentioned there may be some safety issues on the playground regarding elevation changes and they may want to consider a buffer or protection between those spaces. Ms. Mauver mentioned planting a garden or flowers as well.

The Board discussed the drainage area and erosion of soil at the Center as well as groundwater testing, outdoor lighting and snow removal. Ms. Walter said they have been doing the snow blowing themselves and would like to maintain the hill for sledding as that's an activity the kids really enjoy.

Chair McDonald asked about the basketball court that was over there and that it is no longer busy. As he mentioned previously, he would like to see the painted lines returned and appropriate spacing. Mr. Goodine said he has seen some kids playing basketball. Mr. Emond said it would not be done tomorrow but he would look into it.

Ms. McKenney said her only concern is with regard to maintenance and the man power involved and whether the Town is responsible for repairs. Mr. Klawes agreed.

The Board and Ms. Walter discussed gardening with the children.

Mr. Klawes asked whether there was any cost to the Town with regard to this. He said there are already a lot of issues with that building as it is. He said there always is and will be issues and asked what will be the game plan to take care of those. He asked whether they could raise extra money from donors to put in a capital reserve fund account to cover any such issues and maintenance. This was discussed further. The project will not be started until next year but they need an answer by the end of the month.

Ms. McKenney agreed that you really can't foresee what is going to need repair in the future.

Mr. Klawes this is a great idea but they also need to think about long term effects. Mr. Goodine weighed in with his thoughts of how they could handle certain maintenance items. He said to keep it safe, it would be up to the Boys and Girls Club Program. Ms. Walter said they need to following licensing regulations.

Mr. Arsenault suggested for the pavers, they could be replaced with a continuous fiber reinforced concrete. He said for the trees, he said it will be interesting to see what kind of trees and how tall they will be., because larger trees will have more leaves. Ms. Walter said that they haven't picked out the trees yet or set a finish for the walkway but they would keep in mind his preferences. Mr. Goodine said he was thinking they could do the stamped type of reinforced concrete and colorize it also.

The Board deferred to the 31<sup>st</sup> to vote.



Mr. Klawes said he thinks it would be great, but what happens when kids destroy some of it. Mr. Emond said it isn't going to be the 3 and 4 year olds that destroy it during the day, but people milling around at night. Mr. discussed putting some type of lighting in there so that it is more visible.

Mr. Klawes asked about putting some lighting in there at night to deter criminal activity. Mr. Goodine said they could put in cameras with motion sensors also.

- **ROUTE 28/ Deerfield Rd. Intersection**

Mr. Payne said he is concerned about the lights at Route 28 / Deerfield Road and people having a difficult time taking a right because they don't have a light and the cars coming from the North are cutting over from the southbound lanes to cross the bridge. Ms. McKinney said there is nothing they can do since it is a state road.

Mr. Payne said that first of all, he is not expecting a whole lot because he has already been told that but he was upset that there was a meeting with the Selectboard, Town Administrator, Chief of Police and no one invited them. He is not sure if that is because they are a small co-op. He said when the lights were originally put in, there were no issues. He said that he heard it was because of a few accidents but he did not see any. Ms. McKenney said that she knows that there were some accidents.

Mr. Payne said since September 14<sup>th</sup> when they moved the light, they have had 4+ near misses.

Ms. McKenney said there are a ton of cars coming down Deerfield Road trying to turn left or right. She said turning left was an issue. Mr. Goodine said it was because when you are looking right to pull out of Deerfield Road, and there was a truck in the queue area, nobody could see and they were edging out. He said that since they changed it, they haven't had this problem and the only Complaint is that people had to wait longer.

Mr. Klawes said he also have had near misses prior to the change and no one other than Mr. Payne has called to complain. He said they met with the State and it was their decision to make the change based on the vast number of complaints and there is nothing they can do about it.

Mr. Payne said he has had numerous discussions with the State about this and they have tried different things to make it more amicable for people coming in and out.

Mr. Goodine said that there have been some complaints on the Pembroke side regarding coming out of Buck Street.

Mr. Payne said there are a lot of issues regarding the way it is right now and technically they can't go left. He said they put two signs there and the State suggested that since they have so many near misses, that when they come out of the park, they hug the right.

Mr. Payne said he has a considerable amount of video that he has sent to DOT and they can't hug the right. He said they are kind of trapped and one of his near misses was on his motorcycle. Mr. Goodine said you can't fix bad driving.

Mr. Payne said there have been many instances reported to him from the coop. He said that the new sign was not put up because DOT wanted it but because the Town asked. There were no complaints during the Deerfield Fair time.

Mr. Payne said he even has a motor vehicle count and 3 pm on, and if they spent a little bit of time there, they would see what he is talking about. He said there is going to be something happen there and it is not going to be pretty. Mr. Klawes said that he wishes he was here when the State came in for the public hearing about the bridge work and voiced his opinion at that point in time. He said if he wants to make a complaint, then complaint to Pembroke because they wanted it to be done in two separate stages instead of doing it all at once in a shorter period of time. He said he understands where he is coming from but they can't do anything about it because it's a state road.

Mr. Payne said that he has been making documentation and if something happens, it is not going to be pretty. Mr. Klawes said that he wishes that he was present when the State came in and had the public hearing to voice their opinion at that point in time. Mr. Goodine said there was actually two public meetings.

Mr. Klawes said it is poor planning on the State's part as well as the Town of Pembroke's. He said Pembroke did not want to do the bridge all at once and wanted to do it in two separate stages over the course of two years instead of doing it all at once.

Mr. Payne said the police could do more to monitor this area. He said he would like to get the State to move the signal back.

Mr. Klawes said that he appreciates him coming in and he understands where he is coming from but it is out of their hands. Mr. Goodine said next year when the lanes change next year, they shouldn't have these problems. Mr. Klawes said that he would try to work with Mr. Mason now to develop a plan for springtime so they have better access getting in and out.

Mr. Goodine said he talked to Chief Stark about putting someone out there to catch the frequent offenders trying to beat the light. Chief Lambert said he also understands what Mr. Payne is talking about.

Ms. McKenney said nothing is going to be resolved tonight.

- **Ambulance Service Discussion**

Chief Lambert said he did talk to the rep earlier regarding the ambulance. He put a photograph of the proposed lettering in the report and the stretcher arrived on Monday and they should get the radios Wednesday afternoon.

Chief Lambert said they did formally inform Pembroke at the last meeting.

He said he did receive an email regarding a billing contract and he will need authorization from the Town.

Chief Lambert described the budget discussion based on the transition, which will allow for more capital planning as they move forward. The question was posed what the cost savings would be with the second ambulance. Projecting, the overall cost to run the second ambulance was \$23,326 for the year. Chief Lambert's thought process is if they become licensed, then why are they paying that?

He said looking at their part, they would have a \$100,000 savings which would go to capital expenses. He said since things are moving fast, they should discuss this.

Mr. Goodine asks if they would have a problem responding to Pembroke's mutual aid calls starting in March of 2023.

Chief Lambert said they could 100% cover their own calls when Tri-Town is unavailable, which would pull from the bottom line.

Mr. Goodine said if he were in their shoes, he would not pay for a second ambulance and third crew when they are right across the bridge and can do those same calls.

With regard to billing, the Board discussed starting fresh on December 31, 2024 and they are going to discuss this with Comstar.

Mr. Goodine said he received an email from David Jodoin asking if he would be informing the Selectboard about the dissolution and close out on December 31, 2024. Chief Lambert said both parties will have to get this approved by their Selectboards and then go before the state.

Mr. Goodine said if they need to get a third party auditor, they may need to go out of state and produce a document that gives current values vs. old values.

Mr. Klawes made a Motion to end the Tri-Town agreement on December 31, 2024 as requested by the Town of Pembroke as long as the State/ AG's office has no issues. Ms. McKenney seconded the Motion.

A roll call was taken.

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

The motion passed.

The motion passed.

Mr. Klawes made a Motion to recommend that Tri-Town put out an RFP for an independent, third-party auditor to audit the equipment and supplies associated with Tri-Town Ambulance. Ms. McKenney seconded the Motion.

A roll call was taken.

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

The motion passed.

Mr. Klawes asked if Tri-Town does monthly inventories. Chief Lambert said he has a copy of what is in the supply room and this is done either weekly or monthly and he is sure there is a use log.

Mr. Klawes said they could have a cordial discussion with Tri-Town about why buy assets just to split it up in a year and a half.

Chief Lambert said once they get the truck, they can begin the licensing process. He spoke to the Chief of the Town of Hooksett who said the inspection is the longest part.

Chair McDonald said when the ambulance comes in to get some pictures up on their Facebook site as well as on the Economic Development Site.

Mr. Goodine asked if Pembroke so chooses, do they want to respond to both towns starting in March. The Board had no issues with this.

With regard to Hillsbrook and China Mills, he doesn't think they are going to see a big spike in calls at the beginning of this coming year but they will in a year from now.

- **Wage Scale and Longevity Pay**

Mr. Goodine said he was late regarding this item but he did collect some information on longevity. He said that they do not have to resolve it tonight but they need to figure out if they are going to expand by another three steps. He provided the Board with a policy that is well written that they can use for a boilerplate. He said these towns do not do merit raises but the longevity pay earlier on.

Mr. Goodine said they are trying to resolve the end of the wage scale, so this is just another bonus. Pembroke has also discussed longevity pay.

Mr. Goodine said when the steps run out after 12, they would take effect at the 16<sup>th</sup> year. It would replace the 2 % COLA when they are at the higher end of the scale. Mr. Klawes suggests that they have to do a lot of work and due diligence on this. He said after Step 15, they should get \$100 per year of service for bonus / longevity pay as a show of appreciation.

Ms. McKenney asked if they need to add 3 more steps or an they decide on the longevity now. Mr. Klawes personally does not like doing it right at 12 steps. He thinks year 15 is a good amount of service.

Mr. Klawes asked if they were salary or hourly based on a 40 hour work week. Mr. Goodine responded that it would depend on who it is but managers are salary based on the 40 hour work week.

Mr. Goodine said he doesn't think the weight scale will take effect this year but they can look at the bumping up of steps now. The issue of longevity will be a different issue entirely.

He said he still needs to figure out the full-time vs. part-time. Mr. Klawes said that part-time should be 50%. Mr. Goodine agreed that they should prorate based on how many hours per week.

Mr. Klawes said that retirement would stop their years of service/ longevity. He said that they really need to look at it further to make sure they get it right so there are no questions going forward.

Mr. Klawes said it should only apply to 15 years of continuous full-time service. He said that they should get it right so there are no questions going forward.

Mr. Goodine said he needs a decision on the step scale by the 31<sup>st</sup> of October due to the budget. The Board is going to table this discussion for now. But he would like to see the other three steps at this time. He said they are going to table to longevity portion as it wouldn't kick in until 2024 but they need to figure out the other three steps.

Mr. Klawes and Mr. Goodine further discussed the steps and monetary figures.

Mr. Klawes made a Motion to increase the scale three more places to Step 15. Ms. McKenney seconded the Motion.

A roll call was taken.

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

The motion passed.

- **Administrative Assistant Position Update**

Mr. Goodine said that he has 12 new applicants and they are all within their step scale. He said a couple are from Allenstown or the area.

He said he will talk to Trish Caruso this week about setting up appointments for next week.

- **Appointments**

Mr. Goodine said he had appointments for Nancy Beaulieu to the Economic Development Committee, term to expire June 1, 2025 and Lisa Lemire, Economic Development Committee, term to expire June 1, 2025. Mr. Frascinella said that he would like to amplify the benefit of appointing these two ladies to the committee. They were being very helpful with the tasks associated with Halloween contest.

Ms. McKenney mentioned that “Meet Me In Suncook” came over the other day and there is a Zoning meeting on October 24<sup>th</sup>, 7 pm at Pembroke Town Hall regarding the potential rehab center that is going in at the old TD Bank. Ms. McKenney said there is a lot of people in Pembroke is against it because of the location and they wanted to know if anyone from Allenstown wanted to attend as well. Mr. Goodine said this is not necessarily a bad thing.

Ms. McKenney said they could attend to just find out what it is about and how they are run.

### **Town Administrator’s Report**

Mr. Goodine said Mr. Pelissier said that they were doing catch basin work on Granite Street. He said there is a private road (Dawn Drive) at the top of hill near Letendre Avenue that is gravel and whenever they get heavy rains, their driveway washes down and into the Town’s road. The gravel that settles down at the bottom of Letendre is dangerous so they would like to pave up that road a bit to lock that gravel in.

Mr. Goodine said they got their health rates last week and also property and casualty. He said property and casualty went up \$2,000 and worker's compensation came down. He said the health rates increase 5.2% , dental rates increase 1.5% and short-term disability was 3.2%. Long-term disability increased as well.

One thing that he said needs to be double-checked is that some of the retiree items are being discontinued as of December 31, 2024 which is about the same time that they will pull out of Tri-Town. Mr. Goodine said that they have time to address that later. He said as part of their consent calendar, they will be signing off on that so that he can approve it and send it to Health Trust.

Mr. Goodine said that if they haven't already signed the MS-1, then they should. The Board said they had difficulty opening the document.

He said that he also sent the Board a contract for Mr. Pelissier for the catch basin job.

Mr. Goodine said that the Board did also get that the State Department of Revenue's Community Action Report under Assessor's and check there as part of their monitoring of the 2022 Revaluation for Allentown's Contract Assessing Company Avitar Associates. Avitar held phone hearings for the individuals of the Town that had questions about it. He said there is also a manual that explains how they did the assessing which is posted on the website.

Mr. Goodine provided the Board with an Xfinity Comcast update and emergency contact numbers that he sent to the Department heads should they lose a signal.

Mr. Goodine asked Mr. Arsenault to study the FEMA map. Mr. Arsenault said he would study it and Brady Sullivan had sent it before.

There are some drone photos from the police department and they are now certified.

### **Other Business**

### **CONSENT CALENDAR, MINUTES AND MANIFESTS**

- **Consent Calendar**

Ms. Higham made a Motion to ratify the Consent Calendar dated October 17, 2022. Mr. Klawes seconded the Motion.

A roll call was taken.

Scott McDonald- Aye  
Maureen Higham- Aye  
Jim Rodger- Aye

Sandy McKenney- Aye  
Keith Klawes- Aye

The motion passed unanimously.

- **Review Minutes:**

- **Non-Public: None**

None.

- **Public: October 3, 2022 (Pending)**

None.

- **Approve Payroll and Accounts Payroll Manifests: 1069 and 1072; Check Manifest: 1070 and 1073; Non-Check Manifest: 1071; and Town P/R Manifest dated 10/6/22.**

Ms. Higham made a Motion to approve Payroll and Accounts Payroll Manifests: 1060 and 1072; ACH Manifest: N/A; Check Manifest: 1070 and 1073; Non-Check Manifest: 1071; Town P/R Manifest dated 10/6/22 Mr. Klawes seconded the Motion.

A roll call was taken.

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

The motion passed unanimously.

### **Non-Public Agenda Items**

- **Non-Public Session in accordance with the provisions of RSA 91-A:3, II (c)**

Mr. Klawes made a Motion that they enter Non-Public Session in accordance with the provisions RSA 91-A:3, II (c) at 9:34 pm. Ms. McKenney seconded the Motion.

A roll call was taken.

Scott McDonald- Aye  
Maureen Higham- Aye



Jim Rodger- Aye  
Sandy McKenney- Aye  
Keith Klawes- Aye

The motion passed unanimously.

Ms. McKenney made a Motion to return to public session 9:50 pm. Ms. McKenney seconded the Motion.

A roll call was taken.

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

The motion passed unanimously.

Mr. Klawes made a Motion to extend Brian Arsenault's contract until December 21, 2025. Ms. McKenney seconded the motion.

A roll call was taken.

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

The motion passed unanimously.

Chair McDonald said that he may have made an issue out of something with the Boys and Girls Club that they thought was trivial. He said that he just wanted to point out that they are contractually obligated. He was told that his concerns about the basketball court would be addressed and they were not. He didn't think it was a big deal to bring it up. He apologizes if the Board doesn't think he handled that right. Mr. Goodine said he agrees but they are probably looking at them to do it.

Mr. Klawes made a Motion to adjourn at 9:50 pm. Ms. McKenney seconded the Motion.

A roll call was taken.


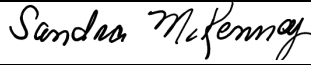

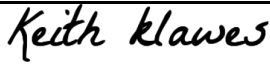

Scott McDonald- Aye

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

The motion passed unanimously.

**TOWN OF ALLENSTOWN**  
**Selectboard Meeting Minutes**  
**16 School Street**  
**Allenstown, New Hampshire 03275**  
**October 17, 2022**

**SIGNATURE PAGE**

<b>Original Approval:</b>		
	12 / 07 / 2022	
SCOTT MCDONALD, Chair	DATE	
	12 / 07 / 2022	
SANDY MCKENNEY, Vice Chair	DATE	
	12 / 04 / 2022	
MAUREEN HIGHAM, Member	DATE	
	12 / 05 / 2022	
KEITH KLAUES, Member	DATE	
	12 / 08 / 2022	
JIM RODGER, Member	DATE	
<b>Amendment Approvals:</b>		
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

Title	BOS Minutes- 10-17-22
File name	BOS_Minutes_10.17.22.pdf
Document ID	a7e871bdca14c16ea40fc31b0dbdb68a85fe9ffa
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## Document History



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**12 / 01 / 2022**

23:16:50 UTC

Sent for signature to Scott McDonald (smcdonald@allenstownnh.gov), Sandra McKenney (smckenney@allenstownnh.gov), Maureen Higham (mhigham@allenstownnh.gov), Keith Klawes (kklawes@allenstownnh.gov) and Jim Rodger (jrodger@allenstownnh.gov) from dgoodine@allenstownnh.gov  
IP: 64.222.96.214



VIEWED

**12 / 05 / 2022**

02:16:08 UTC

Viewed by Maureen Higham (mhigham@allenstownnh.gov)  
IP: 64.222.96.214



SIGNED

**12 / 05 / 2022**

02:16:30 UTC

Signed by Maureen Higham (mhigham@allenstownnh.gov)  
IP: 64.222.96.214



VIEWED




**12 / 05 / 2022**

11:51:18 UTC

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

Title	BOS Minutes- 10-17-22
File name	BOS_Minutes_10.17.22.pdf
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File name	BOS_Minutes_10.17.22.pdf
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23:05:38 UTC

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COMPLETED

**12 / 08 / 2022**

23:05:38 UTC

The document has been completed.