

TOWN OF ALLENSTOWN
SELECTBOARD MEETING MINUTES AND PUBLIC HEARING
16 SCHOOL STREET
ALLENSTOWN, NH 03285
JULY 10, 2023

Call To Order:

The Allenstown Selectboard meeting of July 10, 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, Keith Klawes, Sandra McKenney

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

Other: Diane Adinolfo, Ron Adinolfo, Trish Caruso, Kathleen Pelissier, Chad Pelissier, Sherry Miller, Fire Chief Lambert and Police Chief Stark.

CITIZENS COMMENTS

Trish Caruso spoke about a few concerns she has. The first is the Deputy Town Clerk position. At the June 19th meeting, she stated that Ms. Pelissier made it clear that she felt the office of the Town Clerk/Tax Collector is understaffed.

She would like to urge the Selectboard to consider Ms. Pelissier recommendation for the Deputy Town Clerk/Tax Collector position to be at least a 25-hour position and going to 30 or 35 hours per week with benefits would garner a much larger pool of candidates. If the Selectboard does not increase the hours, she suggests that the Town Clerk put forward a warrant article to get the funds for more hours.

The second topic she discussed was the proposed Welfare Officer and Tax Clerk office combination.

As an experienced welfare administrator, she can testify that placing that role in the Town Clerk's office would risk violating NH RSA 165 requirements as well as various articles of case law. Welfare applicants have the right to privacy. The issue is that it falls directly on the Welfare Officer to provide confidentiality.

Thirdly she commented on the Town Clerk's Personnel Proposed Corrective Action Plan presented at the last meeting on June 19, 2023. She felt the plan would work towards correcting some of the issues.

Chair McDonald thanked her for sharing her opinion and concern.

Ron Adinolfo stated that he would like to bring up some information regarding Comcast and the issues in the Granite St. and School St. area. When calls were made to Comcast, they are told to get a technician. He was told they are having a problem finding the exact problem. Mr. Adinolfo called and was told they are not allowed to connect him to anyone in the US. He made a public complaint to the Board of Selectmen that we are not getting customer support.

PUBLIC HEARING RSA 31:95-b Section III, Unanticipated Acceptance of Funds More than \$10,000 - \$62,425.02 from NHDOT One-time payment of One-time Bridge Maintenance

Mr. Goodine stated for FY 2023, they received funds for Meadow Brook in the amount of \$62,425.02. If the Board votes to accept the funds, it will be put away in a special account that will only be used for the purpose of bridge maintenance or bridge construction. There is almost enough money to make the sidewalk bridge as planned.

Chair McDonald closed the public hearing.

Mr. Klawes made a motion to accept the unanticipated funds of \$62,426.02 from NHDOT One-time payment of one time Bridge Maintenance.

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

REGULAR AGENDA

• Laborer/Plow Driver Hiring

Mr. Pelissier stated they did some interviews and found someone they think is a great fit for the department. All the paperwork is together and hope he will start next Monday. He is just a truck driver and does not have a CDL license yet.

There are grant funds to cover the cost of the schooling.

He also stated that many towns are doing their own training. He will speak to the Fire Chief as it involves them as well.

Mr. Klawes asked if someone from the town would have to become a CDL instructor.

Mr. Pelissier said it was outlined as classroom portion can be done on line for about \$300-\$350 per person. Any CDL guys who are willing can take on the practical part and train them. Then they take the test. He feels it is something they should do in the long run. There is a lot of administrative work that needs to be done either way.

Mr. Klawes made a motion to approve the hiring of Justin Loso as a laborer/plow driver for G4 S1.

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

• **School Resource Officer**

Police Chief Stark spoke about why the SRO grant is a good thing for them right now. It is just an application at this point. There are two big hurdles in this program. The first is the difference in budgeting processes. The police dept. goes by calendar year but the school goes July to June. If he were to put it into his budget and as they go along the school can't put it in their budget, then they have it sitting in their budget and also is the same in the reverse.

The second is discussing how much is paid by the school and how much is paid by the town, what the hours will be etc. If they get the grant, they will get \$125,000 from the Federal Government for all three years which will cover about half for each year. After the three years, the grantee is required to keep the position for 12 months, and if that were to happen, they should be in a place where they will need more police officers anyway. The town should have 20% more people so they will not be stuck with someone that is not needed.

Ms. McKenney asked if it will be under the town. Chief Stark said that is the only way it can as the school can't have a police officer.

Ms. McKenney asked if it is just while school is in session. Chief Stark said he would like to work things out so that the officer is available for school trips, dances at night, etc. so they get involved in the community as teachers do.

Mr. Goodine asked the Chief if the application is not for a while. The Chief said the application is already in, but we don't hear until the fall. The person would be someone with experience as a police officer.

Mr. Klawes asked if it could be a retired police officer who may want to come back. Chief Stark said it would have to be a full-time position.

- **Updates by Committees**

Planning Board: Ms. Adinolfo reported that the proposed language for the ordinance for short term rental as been sent to Sharon and they await her feedback. One of the Planning Board members had brought up the question of whether there are any State Fire Codes that she can reference.

Chief Lambert stated that like any other rental, if there are three apartments or more it needs to be inspected, and if it has three rooms and a common hallway it requires an inspection. Ms. Adinolfo said she will send the Chief the final version of the ordinance.

Trustees of the Trust Funds: Mr. Adinolfo gave an update stating there is one more 2022 authorization that Sherry Miller is working on completing. They are in the process of exploring their options with new investment firms. They have a meeting on the 26th of July. There will be a guide regarding how to be a Trustee of the Trust Funds.

Committee Update: Mr. Goodine said he put the annual updates of the committees as Trish Caruso had written a memo, and he was not sure if she wanted to speak to clarify or summarize. Ms. Caruso said she was just suggesting that the Board might consider having the Town boards and committees provide an annual update to the Selectboard for more transparency as to their progress, goals, and challenges during the past year; and what they might be doing in the next year. Ms. McKenney stated she feels it is already done. The Chairs do quite a bit of work already, and she feels they should not have to come in to give updates monthly or quarterly.

- **Deputy Clerk/Admin Asst. Follow up Discussion**

Chair McDonald asked Kathleen Pelissier if she had anything to add from the last meeting. Ms. Pelissier said she does not.

Chair McDonald stated that, due to the fact that the residents work, he feels it would be beneficial to have one day a week when the office opens at 7:00 am and another day that it stays open until 7:00 pm. This is an employee's market. If they have to sweeten the pot, and they do add a full-time employee, will the office be open more hours.

Ms. Pelissier said not right away. She clarified that her hours are not just the time the window is open. She comes in an hour before the window opens, and is there for an hour or hour and a half after the window closes. She works 40 hours. She would like to keep continuity for the community.

Chair McDonald stated that the Town Clerk/Tax Collector is a salaried position. The Clerk sets the hours for the office. He stated that she came to them last year with a request last year that they granted. Would it be fair to say that the Board was willing to compromise with her?

Ms. Pelissier said she was not sure as she had a tough time with the whole process. She felt that communication was pretty shut down.

Chair McDonald said he felt that she caught them off guard with this request, and it seemed to come out of nowhere. He wondered how she came to this request.

Ms. Pelissier said she heard some comments about the hours that she was working. She didn't feel they would be receptive to this request for a 35-hour position. If it isn't going to be 35 hours and a just as Deputy Clerk, then she would keep it at 20 hours for the Deputy Clerk.

Mr. Klawes asked why she would rather go with a 20-hour Deputy Clerk that would be difficult to hire because of the lack of hours and benefits vs. a 35-hour position that comes with 10 hours as the Welfare Administrator and provides a total of 35-40 hours with benefits?

Ms. Pelissier said she really needs to have the person there in her office and needs to know where their time is going to be spent everyday as she will have an agenda and a schedule that she needs to follow.

Ms. Pelissier said they could call MRI and get a study done. They would look at the work load and recommend what man power is needed in the office.

Ms. McKenney stated that MRI may be the place to go to get an opinion of whether or not she has enough people in the office or needs more.

Mr. Goodine stated there is a cost to doing the study. Chair McDonald asked Ms. Pelissier if she knew the cost and she responded no.

Ms. McKenney said that the only way the Board is going to know for sure is to have an independent study done.

Ms. Higham stated that they would need to find out if they could give her a full-time person financially even if they want to, and if they give her the 20 hours, then they would need to hire another person for 20 hours.

Mr. Klawes stated we need to find out how to change the position of Deputy Clerk from being required to live in Allentown as it limits the applicant pool.

Mr. Goodine said he will find out how much an MRI study would cost.

Mr. Klawes made a motion to have the Town Administrator reach out to some organizations to find out what it would cost to have someone come in and do a feasibility study for what we should be hiring for a Deputy Town Clerk/Tax Collector.

Ms. 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

- **Personnel Policy Update Signing**

Mr. Goodine needs the Board to vote for Chair McDonald to sign the policy update.

Mr. Klawes made a motion to allow the Chairman to sign revision 18 dated July 10 , 2023.

Ms. 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

- **Old Home Days Update**

Mr. Goodine stated he will get there and open the office up at 7:45 so the kids can come in and get into their costumes and then the meeting place is 9:00 am August 26, 2023. The theme is Kindness Matters. They are hoping some of the Selectmen would march in the parade. They will need the count soon as to whether or not they will be participating.

- **Fire EMS Grant Applications Approval**

Chief Lambert has three candidates for EMS school which is part of a grant. The cost is \$4350 as part of the grant program.

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

Mr. Goodine said he is still waiting for this information.

- **Community Power Update**

Mr. Goodine said there is nothing new on this tonight.

- **Public Hearing for Emergency Operations Plan- Next Meeting**

Mr. Goodine said we will accept the \$8000 at the next meeting.

TOWN ADMINISTRATOR'S REPORT

Mr. Goodine stated the Canal Street opening has around 30 people at this time. It will be held on July 20th at noon time. The office will be closed during that time.

Mr. Goodine stated that when employees do separate duties, if they are from a distinct different place, there is not an overtime issue. If it were within the same department, then they get into overtime issues.

Mr. Goodine said that at the next meeting he wants to have Chad come in and do some Casella talk but it is going to have to be non-public because they will be discussing some confidential numbers.

ROAD AGENT REPORT

Mr. Pelissier stated the letters went out the guys up here on Deerfield Road. He spoke to a few people prior to the letters going out, and they were just waiting to get them and sign them. He expects those to move along quickly.

They did some work on Canal Street, and they are wrapping up the Brady Sullivan building. They had some under drainage that was required by the plan and we had a pipe coming out of the bank that runs steady that is fed by a spring up the hill a little bit, and the guys ran our pipe with theirs when they had the trench open. It has dried up about half of Canal Street. They will need to correct the problem at the bottom of Canal Street.

Letendre Ave is on hold. The Sewer Dept has a couple pipes to upgrade. The gas lines run over their sewer lines, so the gas company needs to move the gas lines first.

Ridge Road- the sewer dept has lined that one. They are going to put in a catch basin.

He stated that they got the report back on the M4 testing. They had one outfall that tested positive for E-Coli. It had tested positive years before. They will walk the stream and see if they can find anything. If not, they will have to test every basin and every outfall all the way up through to where the river comes in and see if they can isolate the section where it comes in.

Mr. Goodine stated that when the Planning Board put the approval on the mill, we realized there were going to be people going to the Community Center, kids and seniors. There was a sidewalk designed to go up Reynolds Street. It would only go to Webster. Chad said they wouldn't be able to snow blow that area. So, the idea is to look at extending the one on Canal Street to Ferry St. It would be a change to the original plan and need to go back to the Planning Board. He suggested Ms. Adinolfo add it to their next agenda.

OTHER BUSINESS

CONSENT CALENDAR, MINUTES AND MANIFESTS

- **Ratify Consent Calendar: July 10, 2023**

Ms. Higham made a motion to ratify the consent calendar of July 10, 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

- **Review Minutes:**

- **Non-Public: June 19, 2023**

Ms. Higham made a motion to accept the minutes of the Non-Public session on 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

- **Public: June 19, 2023**

Ms. Higham made a motion to accept the public minutes 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

• **Approve Payroll and Accounts Payable Manifests:**

- o ACH Manifest – 1053 and 1059;
- o Check Manifest – 1057, 1060, and 1061;
- o Non-Check (CC) Manifest – 1054, 1055, 1056, and 1058;
- o Town P/R Manifest - 06-01-2023, 06-15-2023, and 06-29-2023

Ms. Higham made a motion to approve the ACH Manifest – 1053 and 1059; the check manifest – 1057, 1060, and 1061, the Non-Check (CC) Manifest – 1054, 1055, 1056, 1058 and the Town P/R Manifest- 6-01-2023, 06-15-2023, and 06-29-2023

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

NON-PUBLIC AGENDA ITEMS1

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

Chair McDonald made a motion to enter non-public session in accordance with the provisions of RSA 91-A:3,II (c) at 8:36 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 to come out of the non-public session at 9:35 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 the 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

The motion passed. 5-0

Adjournment

Mr. Klawes made a motion to adjourn the meeting at 9:38 pm.

Ms. 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

TOWN OF ALLENSTOWN
BOARD OF SELECTMEN
PUBLIC MEETING MINUTES
July 10, 2023

Signature Page

Original Approval:		
SCOTT MCDONALD, Chair	DATE	
<i>M Higham</i>	10 / 13 / 2023	
MAUREEN HIGHAM, Member	DATE	
SANDRA MCKENNEY, Member	DATE	
<i>Keith Klawes</i>	10 / 13 / 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

Title	07-10-23 BOS Minutes
File name	BOS Minutes 071023.pdf
Document ID	ed1b32f637b7c43be7f4cf9a083bd0f0cb1d5730
Audit trail date format	MM / DD / YYYY
Status	● Pending signature

Document History



10 / 12 / 2023
21:08:46 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: 173.162.255.27



10 / 13 / 2023
10:37:45 UTC

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



10 / 13 / 2023
10:37:59 UTC

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



10 / 13 / 2023
14:42:30 UTC

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

Title	07-10-23 BOS Minutes
File name	BOS Minutes 071023.pdf
Document ID	ed1b32f637b7c43be7f4cf9a083bd0f0cb1d5730
Audit trail date format	MM / DD / YYYY
Status	● Pending signature

Document History



10 / 13 / 2023
14:42:45 UTC

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



10 / 15 / 2023
15:59:37 UTC

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



10 / 15 / 2023
16:04:07 UTC

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



10 / 15 / 2023
16:04:07 UTC

This document has not been fully executed by all signers.