

TOWN OF ALLENSTOWN  
SELECTBOARD EMERGENCY MEETING MINUTES  
16 SCHOOL STREET  
ALLENSTOWN, NH 03285  
AUGUST 2, 2023

**Call To Order:**

The Allenstown Selectboard meeting of August 2, 2023 was called to order by Chair McDonald at 5:38 pm.

Chair McDonald called for the Pledge of Allegiance.

**Roll Call**

**Present on the Board:** Chair Scott McDonald, Sandra McKenney, Keith Klawes

**Members Absent:** Jim Rodger and Maureen Higham

**Allenstown Staff:** Town Administrator Derik Goodine

**Others present:** Diane Adinolfo

**REGULAR AGENDA**

**Appointment of Town Clerk/Tax Collector**

**Certificate of Appointment**

The Town of Allenstown to Diane Adinolfo of Allenstown, NH in the county of Merrimack. Whereas there is a vacancy for Town Clerk/Tax Collector, we the subscribers pursuant to RSA 669:65 and RSA 669:66 and having competence in your ability and integrity to perform the duties of said office, we do hereby appoint you, the said Diane Adinolfo, as Town Clerk/Tax Collector effective August 3, 2023 and upon your taking the oath of office recorded by the Town Clerk you shall have the power to perform the duties and be subject to the liabilities of such office until another person shall be chosen and qualified in your stead. Your term shall expire upon election of a Town Clerk/Tax Collector at the 2024 municipal election.

Mr. Klawes seconded the motion.

A roll call was taken.

Chair McDonald, Aye  
Keith Klawes, Aye  
Sandy McKenney, Aye

Motion passed. 3-0

Chair McDonald congratulated Mrs. Adinolfo and thanked her for stepping up.

Chair McDonald made a motion to enter in to Non-Public session in accordance with provisions of RSA 91-A:3,II b and RSA 91-A:3,II c at 5:45 pm.

Mr. Klawes seconded the motion.

A roll call was taken.

Chair McDonald, Aye  
Keith Klawes, Aye  
Sandy McKenney, Aye

Motion passed. 3-0

Chair McDonald made a motion to exit the Non-Public Session at 5:53 pm.

Mr. Klawes seconded the motion.

A roll call was taken.

Chair McDonald, Aye  
Keith Klawes, Aye  
Sandy McKenney, Aye

Motion passed. 3-0

Chair McDonald made a motion that the minutes of the Non-Public session be sealed as they may adversely affect someone not of this board.

Mr. Klawes seconded the motion.

A roll call was taken.

Chair McDonald, Aye  
Keith Klawes, Aye  
Sandy McKenney, Aye

Motion passed. 3-0

### **Appointment of Deputy Clerk/Tax Collector**

Ms. Adinolfo recommended the hiring of Brittany Bolstridge as Deputy Town Clerk

Mr. Klawes made a motion to accept Ms. Adinolfo's recommendation to hire Brittney Bolstritch as the Deputy Town Clerk/Tax Collector for Allenstown and for Derik Goodine to reach out to

her and offer her the position, so she may give notice to her current job and start as soon as possible with her term to expire at Town Meeting, March 2024.

Ms. McKenney asked what she will be getting paid. Mr. Goodine stated her starting pay (\$24.00 per hour) will be off the scale, but close to her starting pay request, but will be eventually be the Town Clerk Grade 1, Step 1, when she moves into that role, then Step 2 after March Election, if she wins election.

Chair McDonald seconded the motion.

A roll call was taken.

Chair McDonald, Aye  
Keith Klawes, Aye  
Sandy McKenney, Aye

Motion passed. 3-0

Mr. Klawes told Diane Adinolfo that he appreciates her stepping up. They were unsure where they would be going three weeks ago. He truly appreciates her taking this on so we can have as seamless a transformation as possible.

He also thanked Derik Goodine for going above and beyond working nights and weekends making phone calls and talking to people. He worked hard and fast to get this done.

Chair McDonald read a letter that they all must sign that will go to the State of New Hampshire Department of Public Safety Division of Motor Vehicles.

Chair McDonald made a motion to approve the signing and sending of the letter.  
Mr. Klawes seconded the motion.

A roll call was taken.

Chair McDonald, Aye  
Keith Klawes, Aye  
Sandy McKenney, Aye

Motion passed. 3-0

### **Appointment of State of New Hampshire DMV Municipal Agent Certificate of Appointment**

The Town of Allentown to Evelyn Pike of Chichester, NH in the county of Merrimack.

Whereas there is a vacancy for a Municipal Agent for the State of New Hampshire Division of Motor Vehicles and the town of Allenstown, we the subscribers pursuant to NH Revised Statutes RSA 261:74-A,B,C, D, E, F and G and Administrative Rules and having competence in your ability and integrity to perform the duties of said office.... Chair McDonald made a motion to appoint Evelyn Pike of Chichester. NH, as Municipal Agent for the State of New Hampshire Division of Motor Vehicles and the town of Allenstown effective August 3, 2023, and upon your taking the oath of office recorded by the Town Clerk you shall have the power to perform the duties and be subject to the liabilities of such office until another person shall be chosen and qualified in your stead. Your term shall expire on or until replaced by another qualified Municipal Agent. Mr. Klawes seconded the motion.

A roll call was taken.

Chair McDonald, Aye  
Keith Klawes, Aye  
Sandy McKenney, Aye

Motion passed. 3-0

Mr. Klawes made a motion to adjourn the meeting at 6:17 pm.  
Chair McDonald seconded the motion.

A roll call was taken.

Chair McDonald, Aye  
Keith Klawes, Aye  
Sandy McKenney, Aye

Motion passed. 3-0

TOWN OF ALLENTOWN  
BOARD OF SELECTMEN  
PUBLIC MEETING MINUTES  
August 2, 2023

**Signature Page**

<b>Original Approval:</b>		
SCOTT MCDONALD, Chair	DATE	
<i>M. Higham</i>	10 / 26 / 2023	
MAUREEN HIGHAM, Member	DATE	
<i>Sandra McKenney</i>	10 / 25 / 2023	
SANDRA MCKENNEY, Member	DATE	
<i>Keith Klawes</i>	10 / 25 / 2023	
KEITH KLAUES, Member	DATE	
<i>Jim Rodger</i>	11 / 06 / 2023	
JIM RODGER, Member	DATE	
<b>Amendment Approvals:</b>		
<b>Amendment Description:</b>	<b>Approval:</b>	<b>Date:</b>
	SCOTT MCDONALD, Member	DATE
	MAUREEN HIGHAM, Member	DATE
	SANDRA MCKENNEY, Member	DATE
	KEITH KLAUES, Member	DATE
	JIM RODGER, Member	DATE

Title	BOS Minutes emergency 08-02-23
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## Document History



**10 / 25 / 2023**  
13:11:37 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



**10 / 25 / 2023**  
13:34:06 UTC

Viewed by Sandra McKenney (smckenney@allenstownnh.gov)  
IP: 174.196.208.92



**10 / 25 / 2023**  
13:34:29 UTC

Signed by Sandra McKenney (smckenney@allenstownnh.gov)  
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**10 / 25 / 2023**  
16:58:23 UTC

Viewed by Keith Klawes (kklawes@allenstownnh.gov)  
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**10 / 25 / 2023**  
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**10 / 26 / 2023**  
13:46:06 UTC

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**10 / 26 / 2023**  
13:46:17 UTC

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**11 / 06 / 2023**  
20:58:27 UTC

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**11 / 06 / 2023**  
20:59:58 UTC

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**11 / 06 / 2023**  
20:59:58 UTC

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