

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

**CALL TO ORDER:**

The Allenstown Selectboard meeting of October 16, 2023, was called to order by Chair McDonald at 6:33 pm.

Chair McDonald called for the Pledge of Allegiance.

**ROLL CALL**

**PRESENT ON THE BOARD:** Chair Scott McDonald, Maureen Higham, Jim Rodger, Sandra McKenney, and Keith Klawes.

**ALLENSTOWN STAFF:** Town Administrator Derik Goodine, Maurice Paquette, Jeff Gardner, Fire Captain, and Fire Chief Lambert.

**OTHER:** Residents: Sandy and Bob Staples, Paul and Carol Thellen, Fran Severance, Sam, Elaine, Lyla and Carter Gonyea, Lawrence Anderson Jr., and Louise Rideone. Leah Paquette, Christopher Gamache, TTEMS, Brittany Lamontagne, TTEMS, Laura Lambert, Donovan Funk, TTEMS,

**Citizens Comments**

Carol Thellen, a member of Bear View Crossing Cooperative spoke. She would like to discuss their assessments. They have concerns that they are assessed an additional \$15,000 because they live in a desirable location and take care of their properties. She is looking for the Board to advise them on what the best solution is because her assessment has doubled. She wanted to know if the tax assessment is going up as well.

Chair McDonald said they have two large developments coming on-line soon.

Carol said they want to stay where they are but may not be able to afford to in the future.

Mr. Goodine explained that the \$15,000 tax is for a “manufactured house and park influence factor”. It is different throughout the different cooperatives. A tax is added because when you sell the mobile home it is gathering a higher value than what our mobile home would be assessed. It is added on because it makes the mobile worth that much more than at what it is assessed.

Mr. Klawes said while they sympathize with them, it is out of their control. He suggested talking to the assessor and then going to the State.

Mr. Goodine said you could make a constitutional amendment, but they are hard to do although he thinks that is where the law is. You need to have 2/3 or 66.6% which is hard to do. We need land to develop for commercial use.

## **Public Hearing**

The public hearing was opened at 7:20 pm.

RSA 31:95-e, gifts with a value of less than \$10,000

- Acceptance of Grant 2024 Office of Highway Safety Traffic Safety Grant in the Amount of \$6,600 with a Local Match of \$1,650

Mr. Goodine said this is for additional patrols.

The public hearing was closed at 7:23 pm.

## **Regular Agenda**

### **• Fire Department Stork Award Pinning**

Fire Chief Lambert thanked everyone for coming. The EMT's delivered baby Lila, and he wanted to say good job to the three EMT's and congratulations to Mom and Dad. Deputy Fire Chief Paquette, Brittney Lamontagne, and Christopher Gamache, all received a certificate and stork pin. A card and gift were given to the new parents.

### **• New Hires at Fire Department**

Jarrold Prince is a certified EMT and Firefighter Level 2. He wants to join the department as a per diem EMT. He has gone through all background checks.

Jesse Green, a friend of Ryan Dignan, will be getting out of the military at the same time as Ryan and wants to be a Firefighter and EMT. He has received his background check but not his physical at this time so he would ask that this be pending.

Stephanie Kirwin, works full time for AMR, she is an experienced EMT and would like to become a Firefighter but hasn't found an avenue for that. Allenstown persona is out there that this is the best place to come. She wants to work per diem. She is pending her physical.

Chair McDonald asked about the per diem policy.

Chief Lambert stated that their policy is that they must put in for at least 3 shifts on a quarterly basis. He is seeing a shift in us being up there when it comes to the standard. These people would be great to add to the roster. He has the gear for Mr. Prince and Mr. Green.

Ms. Higham made a motion to give approval for Chief Lambert to hire Jarrold Prince, Jesse Green and Stephanie Kirwin pending the completion of paperwork and physicals.

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

### **Fire Department Training Proposals**

Chief Lambert stated that all these people just went through the grant program. They used three different companies: New Hampshire CPR, Life Safety Institute, and Nashua Call Firemed. Chief Lambert talked to the owner who sold it off to his coworkers. They are looking to move to a centrally located area near Concord. The State is starting to move into what they call academies. So, there are various people in the state that teach in their own facilities, but the State is looking to have an academy. They approached us and they want to host it at the Allenstown Fire Dept. They want to teach our people to be instructors and to teach EMT classes. Their proposal says we can charge a fee for the services and the money will go back into the revolving. For every ten people he gets, we will get a free spot. It would help us get people in the door. He is looking for approval to use the room and confirm the price to rent the room etc. Mr. Klawes made a motion to allow Chief Lambert and the Allenstown Fire Department to allow training and access to the building to Nashua Firemed to offer training as needed to Chief Lamberts desire and let them work out the fee to charge. 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

### **Fire Chief Update - Various Matters**

The electrician and plumber are done with the work for the 2<sup>nd</sup> floor. Sheet rock should be done in a few weeks. There needs to be a bit more work done on the ceilings in two of the rooms. There is money in the account to cover these costs. Mr. Klawes made a motion to allow B&B Drywall to texture the remaining two ceilings and bring up the cost from \$8400 to \$10628.00. 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

### **Dissolution Plan for TTEMS Update**

They spoke to the Tr-Town EMS board regarding the concerns they had. He suggests signing the contract as soon as possible. More items will be discussed in Non-Public.

### **Acceptance of Grant 2024 Office of Highway Safety Traffic Safety Grant**

Ms. Higham moved that the Town of Allentown Board of Selectmen accept the funds allocated by the 2024 Office of Highway Safety Traffic Grant in the amount of \$6600 with a local match of \$1650 and we authorize Michael R. Stark, Chief of Police to be an authorized representative and signatory for the grant administration documents.

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

### **Budget Reminder for November 4, 2023**

Mr. Klawes will have breakfast at 8:00 am before the meeting starts at 9:00 am.

### **County Tax Assessment**

Mr. Goodine will give this report at the next meeting.

### **Houle Avenue – Tabled at Legal**

### **Kettle Rock Road Discussion – Tabled at Legal**

Mr. Goodine said part of this is at Legal.

### **TOWN ADMINISTRATOR'S REPORT**

Mr. Goodine said he needs their signature with the intent to cut that is being cut on State property.

Comcast said they found an issue at the pole. The internet seems to be working better. Chief McDonald said there are still problems with the internet in the Town Clerk's office.

Health insurance came in at 9.7%. Dental is up 4.7%. NHMA conference is coming up. He will need to know if any of the Board will be attending. It is on the 15<sup>th</sup> and 16<sup>th</sup> of November.

Mr. Goodine asked that they get the manifests signed as quickly as possible so they can get the bills out on time.

Mr. Klawes asked if they could receive a text message reminder as well.

He also asked if the budget meetings will be at the fire house or the community center.

Chief Lambert said they can try having it at the fire house. It can hold 40 people.

Hillsbrook Grand Opening is October 26<sup>th</sup> from 4:00 – 7:00 pm.

### **ROAD AGENT REPORT**

Nothing to report.

### **OTHER BUSINESS**

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

#### **Ratify Consent Calendar: October 16, 2023**

Ms. Higham made a motion to ratify the consent calendar of October 16, 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: September 25, 2023**  
Not available.

**Public September 25, 2023**  
Ms. Higham made a motion to approve the Public Minutes of September 25, 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:**  
ACH Manifest – 1089 and 1091;  
Check Manifest – 1090;  
Non-Check (CC) Manifest – N/A  
Town P/R Manifest - October 5, 2023

Ms. Higham made a motion to approve the ACH Manifest 1089 and 1091, Check Manifest 1090,  
and Town Payroll manifest for October 5, 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**

Chair McDonald made a motion to enter into Non-Public Session at 8:21 pm in accordance with the provisions of RSA 91-A:3, II (a). There will be 2 items.

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

Scott McDonald made motion to exit the Non-Public session at 9:29 pm.

Keith 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

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

Keith 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 enter into Non-Public Session at 9:30 pm in accordance with the provisions of RSA 91-A:3, II (b).

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

Scott McDonald made motion to exit Non-Public session at 9:44 pm.  
Keith 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

Scott McDonald made a motion that the minutes of the Non-Public session be sealed as they may adversely affect someone not a member of this board.  
Keith 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 enter into Non-Public Session at 9:46 pm in accordance with the provisions of RSA 91-A:3, II (c).  
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

Scott McDonald made a motion to exit the Non-Public session at 10:00 pm.  
Keith 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

Scott McDonald made a motion that the minutes of the Non-Public session be sealed as they may adversely affect someone not a member of this board.  
Keith 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 adjourn the meeting at 10:11 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 ALLENTOWN  
BOARD OF SELECTMEN  
PUBLIC MEETING MINUTES  
October 16, 2023

**Signature Page**

<b>Original Approval:</b>		
<i>Scott McDonald</i>	03 / 19 / 2024	
SCOTT MCDONALD, Chair	DATE	
<i>M. Higham</i>	03 / 19 / 2024	
MAUREEN HIGHAM, Member	DATE	
SANDRA MCKENNEY, Member	DATE	
<i>Keith Klawes</i>	03 / 19 / 2024	
KEITH KLAUES, Member	DATE	
<i>Jim Rodger</i>	03 / 21 / 2024	
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

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**03 / 19 / 2024**  
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**03 / 19 / 2024**  
14:58:18 UTC

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**03 / 19 / 2024**  
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**03 / 22 / 2024**  
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**03 / 22 / 2024**  
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