

**TOWN OF ALLENSTOWN**  
**Selectboard Meeting Minutes**  
**16 School Street, Allenstown, NH 03275**  
**November 15, 2021**

**Call to Order**

The Allenstown Selectboard Meeting of November 15, 2021 was called to order at 6:03 PM by Chair McDonald.

Chair McDonald called for the Pledge of Allegiance.

**Roll Call**

Present on the Board: Scott McDonald, Sandy McKenney, Keith Klawes, Maureen Higham (via Zoom), Jim Rodger

Allenstown Staff: Derik Goodine (Town Administrator), Brian Arsenault (Code Enforcement Officer & Building Inspector), Trish Caruso, Moe Paquette (Allenstown FD), Chief Eric Lambert (Allenstown FD), Rich Caruso (EDC Applicant), Debbie Bender (Finance), Chief Mike Stark (Allenstown PD)

Other: Mike Frascinella

**CITIZENS' COMMENTS**

Mr. Frascinella said he attended the last Selectboard meeting and said it would be helpful for future meetings if Mr. Goodine would provide on the agenda full listing of topics to be discussed under the Town Administrator report. Mr. Goodine said he believed that he received several documents and other information later in the day which is why they did not make it on the agenda.

**REGULAR AGENDA**

- **Accept Resignation and Appointment- EDC Alternate Member**

Chair McDonald said that Mr. Brandon Turner is resigning from the Economic Development Committee as he thought he would have more time available but does not.

Ms. McKenney made a Motion to accept Brandon Turner's resignation as an alternate member of the Economic Development Committee with regret. Mr. Rodger seconded the Motion.

Roll Call vote was taken.

Scott McDonald- Aye

Sandy McKenney- Aye

Keith Klawes- Aye

Maureen Higham- Aye  
Jim Rodger-Aye

- The Motion passed unanimously.

Chair McDonald said Richard Caruso would like to fill that Economic Development Committee position. He read the Appointment Certificate for Mr. Caruso and his term shall expire on June 1, 2024.

Chair McDonald made a Motion to accept Richard Caruso to fill the vacancy as an alternate member of the Economic Development Committee. Ms. McKenney seconded the Motion.

Roll Call vote was taken.

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

The Motion passed unanimously.

- **Date of Lot Merger Reversal Hearing and Decision**

Mr. Goodine said they were to consult with their attorneys and he hasn't heard anything yet.

- **COVID 19 Update and American Rescue Funds Act**

Mr. Goodine said there was nothing new. He said the New Hampshire Municipal Association convention starts Wednesday. He said there is another grant coming out that he sent to Chief Lambert and Chief Stark which is for \$50,000 for Covid related items for public safety. He said Chief Stark was researching getting new radios which can be expensive.

- **Discussion of a few issues with the Fire Chief**

Mr. Goodine said he knows there were uniforms that were ordered for another employee that they cannot return.

He said they need to decide whether the pump repair is going to be this year or next year.

Ms. McKenney said that Chief Lambert was the right choice for Chief, and she said we just need to give him time to settle in.

Chief Lambert got a quote on the pump, which is not certified. He said it would be good to get it done by the end of the year because the cost of materials will start to go up. Ms. McKenney said there will

be enough money within the Town for them to do it. Ms. Bender said this isn't a choice but a necessary repair, and if they can get it done with funds this year, then that is preferable. It is her preference that they get the truck fixed this year. Chief Lambert said he can tentatively get it scheduled, and it should take about a week to repair.

Ms. McKenney asked about the fire on Library Street. Lambert said he was pleased they were out the door first and on the scene very quickly.

Chair McDonald read the appointment of Eric Lambert as a member of the Tri-Town EMS Board of Directors, set to expire June 1, 2022.

Chair McDonald made a Motion to accept the appointment of Eric Lambert as a member of the Tri-Town EMS Board of Directors. Ms. McKenney seconded the Motion.

Roll Call vote was taken.

Scott McDonald- Aye

Sandy McKenney- Aye

Keith Klawes- Aye

Maureen Higham- Aye

Jim Rodger-Aye

The Motion passed unanimously.

Mr. Goodine said there is a bill they have to pay for uniforms, and a lot of it they can repurpose for use by other employees, but there may be some that they cannot. Chair McDonald asked if they come with name tags. Chief Lambert said the stuff they ordered does not. He said that they have since left that vendor, and some of this problem may have been a result of a miscommunication.

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

Mr. Goodine said the conference for NHMA will be virtual, and he believes Ms. Bender will be attending as well as Trish Caruso, Mike O'Meara, and Brian Arsenault.

Mr. Goodine said he has three abatements that are for the rail trail property (Map & Lot 113-42 for \$157.00; Map & Lot 114-1 for \$150.00, and Map & Lot 115-1 for \$96.00). Mr. Goodine said they do need signatures.

Mr. Goodine said that he dropped another budget document into their mailboxes which lays down all the budgets and the amounts. He said the big change so far is that Ms. Bender had \$3,000 in there for the Library Capital Reserve amount which would be \$3,000 to fund the reserve. He said the other thing they are looking at is using \$150,000 less of Unassigned Fund balance to flatten the tax rate out. Mr. Goodine said their revenues are already higher than they were last year, so they already offset the expense, so they want to make sure the tax rate has a zero impact on the Town portion

going into the revaluation. He said they are trying to fund down some of that unassigned fund balance but also have a plan to continue to work towards finding some tax relief until Optimus gets on.

Mr. Goodine said that overall, the budget is \$158,890 more than last year but they are still looking at using the Unassigned Fund balance right out of the gate to less than offset the amount they used last year to reduce the Town portion of the tax rate.

Mr. Goodine said in their Consent Calendar, they will see the Ed Emond Release, which needs the Board's authorization. He said there was no plan to put a property pin where Bailey Ave. and Lincoln is located. He said they had no recourse except to release them.

Mr. Goodine said he also provided the Board with the Gatsas Report from October 21, 2021.

He said there is an invite to meeting in Pittsfield regarding a cell tower and also, the Concord Regional Crime line is looking for members otherwise they are going to dissolve.

There was a discussion regarding the bathroom sinks and toilets at the Community Center.

Mr. Goodine said he dropped some minutes into the Board's mailbox for their review.

#### **ROAD AGENT REPORT**

Mr. Goodine said Mr. Pelissier will be out for a few weeks. He said Library Street is supposed to be paved on Thursday.

Mr. Arsenault said Mr. Warburton and the Project Manager for the new school reached out to him regarding traffic plans and they were having a meeting but Mr. Arsenault couldn't attend. Mr. Arsenault said he recommended that they give them a whole set of plans and have a TRC meeting to review the plans. He said his input and the Road Agent's input isn't part of it yet and he is hoping to receive and provide some dialogue.

Ms. McKenney said the school board changed their meetings to the second Monday of the month which in December coincides with the Selectboard meetings. She said somebody from their Board could go in the first half hour of their meeting, and then come back to report what is going on.

Mr. Goodine asked if they could approve the purchase order for the Fire Department uniforms.

- **Ratify Consent Calendar: November 15, 2021**

Ms. Higham made a Motion to ratify the Consent Calendar of November 15, 2021. Ms. McKenney seconded the Motion.

Roll Call vote was taken.

Scott McDonald- Aye

Maureen Higham- Aye

Sandy McKenney- Aye

Keith Klawes- Aye

Jim Rodger- Aye

The Motion passed unanimously.

- **Review Minutes:**

**Public: November 1, 2021 & October 27, 2021**

Chair McDonald would like to see a change on p. 2 of the November 1, 2021 minutes on the last paragraph. He said it should state the 1619 Project and the next page also should be corrected with regard to this.

Ms. Higham made a Motion to approve the public meeting minutes from November 1, 2021, as amended, and October 27, 2021. Ms. McKenney seconded the Motion.

Scott McDonald- Aye

Sandy McKenney- Aye

Maureen Higham- Aye

Keith Klawes- Aye

Jim Rodger- Aye

The Motion passed unanimously.

**Non-Public: October 18, 2021**

Ms. Higham made a Motion to approve the public meeting minutes from October 18, 2021, as amended. Ms. McKenney seconded the Motion.

Scott McDonald- Aye

Sandy McKenney- Aye

Maureen Higham- Aye

Keith Klawes- Aye

Jim Rodger- Aye

The Motion passed unanimously.

**Approve Payroll and Accounts Payable Manifests:**

- **ACH Manifest 1125 and 1126, Check Manifest 1127, Non-Check Manifest: N/A, and Town P/R Manifest dated 11-04-21.**

Ms. Higham made a Motion to approve the ACH Manifest 1125 and 1126, Check Manifest 1127, Non-Check Manifest: N/A, and Town P/R Manifest 11-04-21. Ms. McKenney seconded the Motion.

Roll Call vote was taken.

Scott McDonald- Aye

Maureen Higham- Aye

Sandy McKenney- Aye

Keith Klawes- Aye

Jim Rodger- Aye

The Motion passed unanimously.

**Non-Public Agenda Items**

Chair McDonald made a Motion to enter into non-public session in accordance with the provisions of RSA 91-A:3, II (a). Ms. McKenney seconded the motion.

A roll call was taken.

Scott McDonald- Aye

Sandy McKenney- Aye

Maureen Higham- Aye

Keith Klawes- Aye

Jim Rodger-Aye

The motion passed unanimously.

Chair McDonald made a Motion to return to public session at 7:50PM. Ms. McKenney seconded the motion.

A roll call was taken.

Maureen Higham- Aye

Scott McDonald- Aye

Sandy McKenney- Aye

Keith Klawes- Aye

Jim Rodger- Aye

The motion passed unanimously.

Chair McDonald made a motion to seal the minutes of the non-public session as they might adversely affect someone not a member of the Board. Ms. McKenney seconded the motion.

A roll call was taken.  
Scott McDonald- Aye  
Sandy McKenney- Aye  
Maureen Higham- Aye  
Keith Klawes- Aye  
Jim Rodger-Aye

The motion passed unanimously.

Ms. McKenney made a Motion to appoint Moe Paquette as Deputy Chief of the Allenstown Fire Department on Grade 13, Step 1 effective as of November 15, 2021. Chair McDonald seconded the Motion.

A roll call was taken.  
Scott McDonald- Aye  
Sandy McKenney- Aye  
Maureen Higham- Aye  
Keith Klawes- Aye  
Jim Rodger-Aye

The motion passed unanimously.

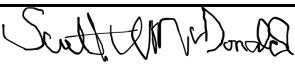

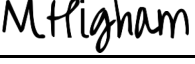
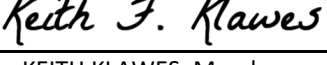
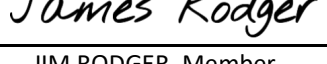
Ms. McKenney made a Motion to adjourn the meeting at 7:52 pm. Chair McDonald seconded the Motion.

A roll call was taken.  
Scott McDonald- Aye  
Sandy McKenney- Aye  
Maureen Higham- Aye  
Keith Klawes- Aye  
Jim Rodger-Aye

The motion passed unanimously.

**TOWN OF ALLENSTOWN**  
**Selectboard Meeting Minutes**  
**Allenstown Town Hall**  
**16 School Street**  
**Allenstown, New Hampshire 03275**  
**November 15, 2021**

**SIGNATURE PAGE**

<b>Original Approval:</b>		
	12 / 27 / 2021	
SCOTT MCDONALD, Chair	DATE	
	12 / 21 / 2021	
SANDY MCKENNEY, Vice Chair	DATE	
	12 / 22 / 2021	
MAUREEN HIGHAM, Member	DATE	
	12 / 21 / 2021	
KEITH KLAUES, Member	DATE	
	12 / 21 / 2021	
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



<b>TITLE</b>	Please Sign these Minutes from 11-15-21
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<b>STATUS</b>	● Completed

## Document History



SENT

**12 / 21 / 2021**

23:25:44 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 / 21 / 2021**

23:33:11 UTC

Viewed by Sandra McKenney (smckenney@allenstownnh.gov)  
IP: 72.65.113.122



SIGNED

**12 / 21 / 2021**

23:34:07 UTC

Signed by Sandra McKenney (smckenney@allenstownnh.gov)  
IP: 72.65.113.122



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**12 / 21 / 2021**

23:45:27 UTC

Viewed by Jim Rodger (jrodger@allenstownnh.gov)  
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## Document History



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**12 / 22 / 2021**  
01:55:36 UTC

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**12 / 22 / 2021**  
01:56:01 UTC

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**12 / 23 / 2021**  
01:28:41 UTC

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IP: 64.222.96.214



**12 / 23 / 2021**  
01:28:55 UTC

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**12 / 27 / 2021**  
14:18:11 UTC

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SIGNED

**12 / 27 / 2021**

14:18:53 UTC

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COMPLETED

**12 / 27 / 2021**

14:18:53 UTC

The document has been completed.