

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

**February 21, 2022**

**Call to Order**

The Allenstown Selectboard Special Meeting of February 21, 2022 was called to order at 6:00 PM by Chair Scott McDonald.

Chair McDonald called for the Pledge of Allegiance.

**Roll Call**

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

Allenstown staff: Derik Goodine (Town Administrator), Brian Arsenault, Building Inspector and Code Enforcement Officer, Chad Pelissier, Road Agent, Eric Lambert, Fire Chief

Other: Mike Frascinella

**CITIZENS' COMMENTS**

Mr. Frascinella said he would like to thank the Board for dedicating the Town Report to him. Chair McDonald thanked him for everything he does for the Town.

**REGULAR AGENDA**

- **Appointment of Sandra McKenney to CNHRPC as Full Commissioner**

Chair McDonald made a Motion to Appoint Sandra McKenney to the Central NH Regional Planning Commission as Full Commissioner. Mr. Klawes 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.

- **Fire Department Personnel Update**

Chief Lambert said new personnel, Mr. Savage will be done on March 4th and he to finish with his probation tasks.

He said they interviewed another individual which would be another great candidate for them and they are posting for the Captain's position.

Ms. McKenney made a Motion to hire Austin LeDuc pending background check, physical, etc. effective March 21, 2022. Mr. Klawes 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.

Chief Lambert said the pump is now running back at full service.

Chief Lambert said he sent the Captain posting over to Mr. Goodine and they have one candidate in house but he would like to post it outside as well.

Mr. Klawes made a Motion that Chief Lambert can post an advertisement for Captain at the Fire Department. 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.

- **Community Center Bathroom Amendment to Action**

Mr. Goodine said they fixed 8 faucets and he is looking to get authorization to go over his budget by 10%. He said they are getting rid of the automatic flushes. Mr. Pelissier said they have put a lot of hours dealing with the faucets and toilets over the past year.

Mr. Pelissier said if they start a log to back charge which may assist with some of the disciplinary issues that have caused these problems leading to more maintenance.

Mr. Frascinella asked who is in charge for disciplining these children. Chair McDonald said when this happened many years ago at Pembroke Academy, they made the parents liable for the damage.

Mr. Goodine said the automatic hand driers solve the issue with the paper towels.

Mr. Klawes made a Motion to approve the charge of \$6,548.83 for the faucets. 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.

- **Boston Post Cane**

Mr. Goodine said he still needs to do the write up on the internet, but they may have to expand the closing date to March 30th.

- **COVID19- Update and American Rescue Act Funds**

There is nothing new to report.

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

Mr. Goodine said the updated voter's guide is available. He said he will invite the Boys and Girls Club for the next meeting.

He said they want to install temperature monitors at the Community Center on a trial basis. He said it is free for 2 years. He spent money and bought one for the Town Hall basement, and he will be alerted if the temperature drops.

Mr. Goodine said that they will discuss interviews for Finance Director during the non-public.

Ms. Bender said policies that need to be updated will be presented at the next meeting. She said there are a couple of payroll changes as well.

## **ROAD AGENT REPORT**

Mr. Goodine said there is a fence that is potentially in their right-of-way that is impeding the possibility of snow removal. He said that they have no obligation to fix it if it is indeed in the right-of-way so they need to figure out where the property pins are.

Mr. Pelissier said he is not worried about fixing the fence, but it's going to keep recurring with every snow storm.

Ms. McKenney said there is a tree by Letendre Avenue that is not in great shape but Eversource was able to take care of some of the problem.

Mr. Pelissier said they will add paving bids to the next agenda.

Ms. McKenney said the Planning Board has been going over the Hazardous Mitigation and she wants to put something out to all the Department heads so they can update it. Mr. Pelissier said it is easier to do it as they go as opposed to waiting every five years.

Mr. Pelissier said they are trying to get telephone poles on Valley Street moved.

Mr. Goodine said they have a \$50,000 grant that Chief Stark is working on to replace fire and police radios.

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

- **Ratify Consent Calendar: None.**
- **Review Minutes:**

**Non-Public: February 7, 2022**

Ms. McKenney made a Motion to approve the non-public meeting minutes from February 7, 2022.

Mr. Klawes seconded the Motion.

Roll call vote was taken.

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: 1005,1007, 1008, 1154, and 1156, Check Manifest: 1000, 1006, 1009, 1155, and 1157, Non-Check Manifest: N/A, and Town P/R Manifest dated 1-27-22.**

Ms. McKenney made a Motion to approve the Town Payroll Manifests of 2-10-22. Mr. Klawes 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- One Session, Three Items**

Chair McDonald made a Motion to enter into non-public session at 7:50 pm in accordance with the provisions of RSA 91-A:3, II (c). 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 public session at 8:10 pm. Mr. Klawes 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. Mr. Klawes 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 shorten the Interim Fire Chief's position to six months instead of eight months for review. Mr. Klawes 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

Mr. Klawes made a Motion to adjourn the meeting at 8:14 pm. Ms. Higham 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.

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**Selectboard Meeting Minutes**  
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**SIGNATURE PAGE**

<b>Original Approval:</b>		
SCOTT MCDONALD, Chair		DATE
SANDY MCKENNEY, Vice Chair		DATE
MAUREEN HIGHAM, Member		DATE
KEITH KLAWES, Member		DATE
JIM RODGER, Member		DATE
<b>Amendment Approvals:</b>		
<b>Amendment Description:</b>	<b>Approval:</b>	<b>Date:</b>
	SCOTT MCDONALD, Chair	DATE
	SANDY MCKENNEY, Vice Chair	DATE
	MAUREEN HIGHAM, Member	DATE
	KEITH KLAWES, Member	DATE
	JIM RODGER, Member	DATE