

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

**July 25, 2022**

**Call to Order**

The Allenstown Selectboard meeting of July 25, 2022 was called to order by Chair Scott 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, Sandy McKenney

Allenstown staff: Derik Goodine (Town Administrator), Brian Arsenault, (Building Inspector and Code Enforcement Officer), Chief Michael Stark from Allenstown PD, Fire Chief Eric Lambert (arrived 6:21 pm), Mike Frascinella (arrived late).

Others: Trish Caruso, Allenstown Resident, Rich Caruso (arrived late)

**CITIZENS' COMMENTS**

Mr. Goodine asked Trish Caruso what the details are for the Purple Heart ceremony. She said she was not sure what the final details were but she would ask Mr. Caruso.

Mr. Frascinella said the August 14<sup>th</sup> concert is going forward and the ARD student council will be selling goods. He said there will also be a car show for a "cruise night" ie. classic cars and is hoping there will be more interest. He said he advertised on several facebook sites.

Ms. McKenney asked why the new signs were not double sided. Mr. Frascinella said they always put the sign in the face of traffic and it was cheaper that way.

Mr. Frascinella said they now have proofs for 5 Hometown Hero banners which was sponsored by the Planning Board. He is hoping to have the banners in a month or so once a printer is located.

**REGULAR AGENDA**

- **Police Personnel**

Chief Stark said he was very happy to find a candidate for a prosecutor and he is hoping the Board will approve the hiring. This candidate has over a dozen years of experience as a prosecutor and he thinks that she would be a great fit. Chief Stark said he will make sure to bring her into another Board of Selectman meeting as she wasn't able to make this one.

Ms. McKenney asked how soon she could start. Chief Stark said her first official day would be August 22<sup>nd</sup> but she will go to court with the current prosecutor for a couple of days prior to that.

Chief Stark explained the Felony First Program which is going to go back to the way it was within the year.

Ms. McKenney made a Motion to hire Jennifer Chase as Prosecutor for the Town of Allenstown, NH effective August 22, 2022. Mr. Klawes seconded the Motion.

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

The motion passed unanimously.

- **Fire Personnel**

Chief Lambert said that he has two new individuals that are candidates- including Robert Kaufman and Robert Douglas. They both have firefighting experience. That puts them at 18 department members.

He said he will bring them in to meet the Board of Selectman.

Ms. McKinney made a Motion to hire Robert Kaufman and Robert Douglas as call firefighters effective July 25, 2022. Mr. Klawes seconded the Motion.

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

The motion passed unanimously.

- **Sewer Pump Station Ribbon Cutting Ceremony – July 29, 2022 at 9:00 am**

Mr. Goodine said the ribbon cutting ceremony will be at 9:00 am and it will be short.

- **Sign MS 535 Form**

Mr. Goodine said he has a MS 535 Form for the Board to sign in their packet of material and it states what their true revenue and expenses were which will help them with their tax rates when the time comes.

Mr. Klawes made a Motion to sign the MS 535 Form. Ms. McKenney seconded the Motion.

A roll call was taken.

Scott McDonald- Aye

Maureen Higham- Aye

Jim Rodger- Aye

Sandy McKenney- Aye

Keith Klawes- Aye

The motion passed unanimously.

- **Sign one Abatement and 2 Welfare Lien Discharges**

Mr. Goodine said he has an abatement for 21 Cross Street for interest and penalties for Kevin McDonough due to a problem with an ACH wire in November of 2021. He said it was applied to the wrong account so now they are applying it to the right account. He said it will abate the interest on the property.

Chair McDonald made a Motion to approve the abatement for the property at 21 Cross Street in the amount of \$1,003.04. Ms. McKenney seconded the Motion.

A roll call was taken.

Scott McDonald- Aye

Maureen Higham- Aye

Jim Rodger- Aye

Sandy McKenney- Aye

Keith Klawes- Aye

The motion passed unanimously.

Chair McDonald said he has two discharges of liens.

Chair McDonald made a Motion that the Town of Allenstown Municipal Corporation duly organized under the state of New Hampshire, place of business 16 School Street, Allenstown, County of Merrimack, NH has liens on property owned by (left out for privacy) , by releasers and discharge the liens upon the property recorded at the Merrimack County Registry of Deeds. The properties are listed on Town Assessor's Map 402 Lot 99 and , Map 407 Lot 33, Plot 16. Ms. McKenney seconded the Motion.

A roll call was taken.

Scott McDonald- Aye

Maureen Higham- Aye

Jim Rodger- Aye

Sandy McKenney- Aye

Keith Klawes- Aye

The motion passed unanimously.

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

Nothing new.

#### **TOWN ADMINISTRATOR REPORT**

Mr. Goodine said they are a lot of people doubtful about the values in Allenstown. He said he was reading a report he received about some properties that sold in town. He said for anyone doubtful, they are accurate.

He said that they have advertised the new full time Administrator Assistant position which was Dawna Baxter's position. He said they have had 28 applications for that. The cutoff date is August 11<sup>th</sup>. He said he went through most of the applications and printed them out and the Board is welcome to look at them. He would like to interview 8 people or less for the position.

Mr. Goodine said that Mr. Pelissier wanted them to know that they ordered a radiator from China but it won't be due in until October or November.

He said a few people in a particular area may have lost power last week. He said there was a problem when mowing and a wire was hit, but no one was hurt.

Mr. Goodine said he just received a call today that the second grant from the ARPA funds is coming soon. He said they were verifying contact information for that.

Mr. Goodine said the received the June testing for the Community Center when someone called regarding a gasoline scent.

He said he received a letter from Keno about being available at all of the convenience stores but apparently you cannot stay there and watch.

Mr. Goodine said he provided the Gatsas report to the Board, payroll change forms, and Primex invoices that would go to their invoices.

### **OTHER BUSINESS**

Chair McDonald said late last week, his son sent him a photo of a 36 acre piece of property on Route 28 that was for sale.

Mr. Caruso indicated that the ceremony for the Purple Heart would take place at the Community Center on August 7<sup>th</sup>. He said they have a Purple Heart community and a Purple Heart trail. For the Purple Heart trail, the State has to put up the signs.

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

- **Consent Calendar**

Ms. Higham made a Motion to ratify the Consent Calendar dated July 25, 2022. Mr. Klawes seconded the Motion.

A roll call was taken.

Scott McDonald- Aye

Maureen Higham- Abstained

Jim Rodger- Aye

Sandy McKenney- Aye

Keith Klawes- Aye

- **Review Minutes:**

- **Public: July 11, 2022**

Ms. Higham made a Motion to approve the public meeting minutes from July 11, 2022. Mr. Klawes seconded the Motion.

A roll call was taken.

Scott McDonald- Aye

Maureen Higham- Abstained

Jim Rodger- Aye

Sandy McKenney- Aye

Keith Klawes- Aye

The motion passed unanimously.

- **Approve Payroll and Accounts Payable Manifests: ACH Manifest: 1049, 1051 and 1052; Check Manifest: 1050 and 1053; Non-Check Manifest: 1047, 1048; and Town P/R Manifest dated 07-14-22.**

Ms. Higham made a Motion to approve Payroll and Accounts Payable Manifests: ACH Manifest: 1049, 1051 and 1052; Check Manifest: 1050 and 1053; Non-Check Manifest: 1047, 1048; and Town P/R Manifest dated 07-14-22. Mr. Klawes seconded the Motion.

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

The motion passed unanimously.

**Non-Public Agenda Items- One Session, Four Items**

Chair McDonald made a Motion that they enter Non-Public Session in accordance with RSA 91-A:3, II (c) at 6:58 pm. Ms. McKenney seconded the Motion.

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

The motion passed unanimously.

Chair McDonald made a Motion to return to public session at 8:30 pm. Mr. Klawes seconded the Motion.

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

The motion passed unanimously.

Chair McDonald made a Motion to authorize the Town Administrator to sign a taxpayer repayment plan, seconded by Mr. Klawes.

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

The motion passed unanimously.

Ms. Higham made a Motion to approve the non-public meeting minutes from July 11, 2022. Mr. McKenney seconded the Motion.

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

The motion passed unanimously.

Chair McDonald made a Motion to adjourn the meeting at 8:37 pm. Ms. McKenney seconded the Motion.

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

The motion passed unanimously.

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 Selectboard Meeting Minutes  
 16 School Street  
 Allenstown, New Hampshire 03275  
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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