

TOWN OF ALLENSTOWN  
SELECTBOARD MEETING MINUTES  
16 SCHOOL STREET  
ALLENSTOWN, NH 03285  
AUGUST 21, 2023

**CALL TO ORDER:**

The Allenstown Selectboard meeting of August 21, 2023 was called to order by Chair McDonald at 6:12 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 arrived at 6:17 pm.

**ALLENSTOWN STAFF:** Town Administrator Derik Goodine, Brian Arsenault, Building Inspector and Code Enforcement Officer (Remote), Chad Pelissier, Police Chief Mike Stark, and Fire Chief Lambert.

**OTHER:** Diane Adinolfo, Ron Adinolfo, Mike Frascinella, and Brittney Bolstridge

**CITIZEN'S COMMENTS**

Mike Frascinella from the EDC spoke about the August 13<sup>th</sup> concert. September 10<sup>th</sup> is the next concert date.

A family movie night will be held at the Fire Station at the end of September.

**REGULAR AGENDA**

- **Transition Plan Update for Town Clerk/Tax Collector Offices**  
Mr. Goodine stated Diane had been working with the Town Clerk in Pittsfield. He and Brittney completed the privacy training this past week. Bow starts this week doing our DMV registrations. Hoping for a soft opening this coming Thursday.
- **Appointment and Hiring of Asst. Town Clerk/Tax Collector**  
Chair McDonald made a motion to accept the Town Clerk's recommendation to hire Judy Silver as the Assistant Town Clerk/Tax Collector for a term to expire when rescinded. 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

Made a motion to accept the recommendation of the Town Clerk to hire Erica Anthony as an Assistant Town Clerk/Tax Collector for a term to expire when rescinded as an independent contractor.

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

Chair McDonald made a motion to rehire Judy Silver at grade 4 step 3.

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

Chair McDonald made a motion to hire Erica Anthony as an independent contractor as Assistant Town Clerk/Tax Collector at a rate of \$25.00 per hour and, reimbursement for mileage.

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

Chair McDonald made a motion to accept the resignation of Evelyn Pike as Assistant Town Clerk/Tax Collector and municipal agent from Motor Vehicles and Boats.  
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

Chair McDonald made a motion to appoint Judy Silver as a municipal agent for Motor Vehicles and Boats.  
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

Chair McDonald approved the Town Administrator to write a letter to the State stating that Evelyn Pike is no longer able to serve as a Municipal Agent and that Judy Silver, a resident of Allenstown NH, was approved for appointment as a Municipal Agent and serve as an Assistant Town Clerk/Tax Collector.  
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

- **Tax Commitments**

Diane Adinolfo signed five documents for the tax commitments.  
Chair McDonald made a motion to approve the tax commitment letters.  
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

- **Pelissier Boat Launch – Amenities Purchase**

Mike Frascinella stated that the cost of two tables and two double sided grates would be \$3449 plus shipping of \$1285.83 with a total cost of \$4736.00. He would like approval for two tables and two grills and then he will ask the Highway Dept to install them down at the boat launch. He also stated that there were cars from MA and suggested the town residents have a sticker and a sticker can be purchased for out of towners to use the boat launch.

Mr. Klawes stated he has no problem with the stickers, but how would someone get the sticker on a Friday, Saturday, or Sunday.

Ms. Adinolfo suggested they can have it on their phone.

Mr. Goodine suggested that it is too late to do anything about it for this year, but something to look in at for next year.

Ms. Adinolfo and Mr. Klawes feel the grills are a bad idea.

Mr. Klawes made a motion to purchase three of the rectangular recycled plastic picnic tables and disregard purchasing any grills for that area.

Chair McDonald 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

- **EMS Training Grant Update**

Chief Lambert gave an update on the grant. Funds should be coming back in from the state on four people. To date, three out of the four have passed.

- **Volunteer Forestry Assistance Grant Application Approval**

Chief Lambert stated they are doing a 50% match up to \$2000 again this year. With all the new hires this year. their forestry gear getting old and they would like to purchase new gear. He asked for approval to apply for the grant.

Chair McDonald made a motion to allow the Fire Chief to apply for the Volunteer Forestry Assistance Grant.

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

- **Emergency Services Revolving Fund Expenditure Approval**

Chief Lambert stated they are looking to use some of the funds in their revolving account to offset their budget. With the new hires and other training, they have done that was mandatory, they are looking for some reimbursement for those costs. Also needs reimbursement for equipment for the stockroom due to the transition taking place in April with EMS. New uniforms are needed for the new hires as well, and for fuel. They will also need the first installment payment for a cardiac monitor. The current balance in their revolving fund is \$37,619.00.

Chair McDonald made a motion to instruct the treasurer to transfer \$16,419 from the Emergency Services Capital Reserve Fund to the Fire Department Operational Budget for the expenses listed above.

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

- **Kettle Rock Road Update**  
Mr. Goodine stated he received some info but the Board must make the determination. He still has more information to go through. He recommended the Board go through all the information.
- **Community Power Update**

#### **TOWN ADMINISTRATORS'S REPORT**

Mr. Goodine stated that the people came in to do the testing at the Community Center and had a concern with the wet well. They are concerned that there was no water flowing from the Community Centers drainage system. They are concerned the perimeter piping around the building has become clogged with iron and when the water table rises you may see water in the Community Center. He spoke to Chad today who said they need to do the curbing still to direct the water away from the building. They are going to need to make a cut in the wet well and put a T in it and then some type of clean out so they can get in there and snake out the drain. He has a call with Matt from Milestone, the engineers for the wet well, and Chad on Thursday so they can come up with a solution to do a clean out. He made a correction to the August 2, 2023 minutes.

#### **ROAD AGENT REPORT**

Chad was unavailable tonight. Mr. Goodine stated that work has begun on the Rail Trail and finishing up on Canal St.

#### **OTHER BUSINESS**

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

- Ratify Consent Calendar: August 21, 2023  
Ms. Higham made a motion to ratify the consent calendar of August 21, 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: July 24, 2023, July 28, 2023, August 2, 2023, and August 7, 2023

Ms. Higham made a motion to accept the Non-Public minutes of July 24, 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

Ms. Higham made a motion to accept the Non-Public Minutes of July 28, 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

Ms. Higham made a motion to accept the Non-Public Minutes of August 2, 2023.  
Mr. Klawes seconded the motion.

A roll call was taken.

Scott McDonald, Aye  
Sandy McKenney, Aye

Jim Rodger, Aye  
Maureen Higham, Abstained  
Keith Klawes, Aye

The motion passed. 4-0-1

Ms. Higham made a motion to accept the Non-Public minutes of August 7, 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, Abstained

The motion passed. 4-0-1

Public: August 7, 2023

Ms. Higham made a motion to accept the public minutes from the August 7, 2023 meeting.

Mr. Klawes seconded the motion.

A roll call was taken.

Scott McDonald, Aye  
Sandy McKenney, Aye  
Jim Rodger, Aye  
Maureen Higham, Aye  
Keith Klawes, Abstained

The motion passed. 4-0-1

- Approve Payroll and Accounts Payable Manifests  
ACH Manifest – 1070 and 1074, Check Manifest – 1071 and 1075, Non-Check (CC) Manifest – 1069, 1072, and 1073 and Town P/R Manifest – August 10, 2023  
Ms. Higham made a motion to approve the payroll and accounts payable manifests listed above.  
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

Chair McDonald made a motion to enter non-public session in accordance with the provisions of RSA 91-A:3,II (c) 1 item at 8:00 pm.

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

Chair McDonald made a motion to come out of the non-public session at 8:07 pm.

The motion was seconded.

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 that the minutes of the Non-Public session be sealed as they may have an adverse effect on somebody not a member of this Board.

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

Mr. Klawes made a motion to adjourn the meeting at 8:08 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

DRAFT

TOWN OF ALLENSTOWN  
 BOARD OF SELECTMEN  
 PUBLIC MEETING MINUTES  
 August 21, 2023

## Signature Page

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