

TOWN OF ALLENSTOWN  
SELECTBOARD MEETING MINUTES  
16 SCHOOL STREET  
ALLENSTOWN, NH 03285  
NOVEMBER 6, 2023

**CALL TO ORDER:**

The Allenstown Selectboard meeting of November 6, 2023 was called to order by Chair McDonald at 6:00 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, Brian Arsenault, Building Inspector and Code Enforcement Officer (Remote), Chad Pelissier, Michael Stark (joined remotely at 6:05 pm) and Jeff Backman

**OTHER:** Mike Frascinella, Sherry Miller, Brittney Littlefield, Judy Silver, Russell McMahon, Ron and Diane Adinolfo, and Mike O'Meara.

**Citizens Comments**

Mike Frascinella spoke about the Hooksett Bridge and the articles he wrote for them in regards to Allenstown. The next issue comes out in January. The EDC will continue to work to get local businesses to advertise in the Hooksett Bridge. He gave an update on what the committee has been working on.

**Public Hearing - None**

**Regular Agenda**

**• Town Clerk and Deputy Town Clerk**

Diane Adinolfo put together an update for the Town Clerk Tax Collector office and shared it with the Board. She gave them statistics for a 24-day period. They will be monitoring how many transactions they do. She explained what they need to do for staffing and training. They have the paperwork to switch roles between Diane and Brittney tonight. She brought a job posting to post for a Deputy Town Clerk. They will wait to see what they get for applicants before deciding if it will be full or part time. There are some technology issues they need to get corrected as well.

Chair McDonald stated he has Diane Adinolfo's letter of resignation as Town Clerk/Tax Collector and Brittney Littlefield's letter of resignation as Deputy Town Clerk/Tax Collector.

Chair McDonald made a motion to accept both letters of resignation and thank them for all the hard work they have done over the last few months.

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. 5-0-0

Chair McDonald read the script of appointment of Diane Adinolfo of Allenstown, NH in the county of Merrimack, Whereas, there is a vacancy for Deputy Town Clerk/Tax Collector, we the subscribers pursuant to RSA 41:45-c, and having confidence in your ability and integrity to perform the duties of said office, I do hereby appoint you, the said Diane Adinolfo, Deputy Town Clerk/Tax Collector. Term will expire on March 12, 2024.

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. 5-0-0

Chair McDonald read the script of appointment for Brittney Littlefield of Allenstown, NH in the county of Merrimack, Whereas, there is a vacancy for Town Clerk/Tax Collector, we the subscribers pursuant to RSA 669:15, and having confidence in your ability and integrity to perform the duties of said office, I do hereby appoint you, the said Brittney Littlefield, Town Clerk/Tax Collector. Term will expire on March 12, 2024.

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. 5-0-0

**• Nonjudicial Settlement Agreement Between TOA TOTT and Roman Catholic Bishop of Manchester on old Private Trust Funds**

Mr. Adinolfo gave an update of the Trust Funds.

Mike O’Meara stated the Trustees currently have 8 perpetual funds. Only one of those is in Allenstown and it is not in a public cemetery. Five of the eight that we manage are interred within the Catholic Diocese of Manchester. We cannot use the funds because they are not in a public cemetery. We can legally transfer the five perpetual funds for those buried in Catholic cemeteries to the Diocese for them to take over the funds.

That leaves three perpetual funds. One is on private land, one is in Massachusetts, and one we cannot find.

Ms. Higham made a motion to accept the Nonjudicial Settlement Agreement pursuant to RSA 564-B:1-111 between the Town of Allenstown Cemetery Trustees, the Roman Catholic Bishop of Manchester, and Department of Justice office of the Attorney General, Charitable Trust Unit effective as of November 14, 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. 5-0-0

**• Police Cruiser Lease**

Chief Stark stated a lease agreement for a 2023 dodge ram 1500 pick up truck. Total lease would be \$46,250.9 with an interest rate of 6.99% with tax exempt leasing with a yearly payment of \$15,416.97.

Ms. Higham made a motion that the Town of Allenstown enter a lease agreement with tax exempt leasing to purchase a 2023 Dodge Ram 1500 Pick Up truck for a total of \$46,251.00 with an annual payment of \$15,416.97. She also moved that Police Chief Michael Stark be authorized to execute the agreements on behalf of the Board of Selectmen.

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. 5-0-0

**• Sewer ARPA Grant Extension**

Jeff Backman spoke about a grant for \$225,000 for the sewer treatment plant. The stipulation in the original grant agreement was that the money be spent by November 1<sup>st</sup>. They realized a few weeks ago that would not happen. He talked with NH DES and they said they could get an amendment to the ARPA grant agreement.

The amendment requires a vote by the board. The Board should authorize Jeff Backman sign the documents.

Chair McDonald made a motion to authorize Jeff Backman to sign the 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. 5-0-0

**• Sewer Department Warrant Article for Bond for Town Election 2024**

Derik Goodine explained that this is for the new clarifiers at Allenstown Waste Water Treatment Center and they are looking to go for an 11.5-million-dollar bond for purpose of financing the cost of engineering, construction, and clarifiers at the Allenstown Community. There needs to be a public hearing on this and it needs to happen within 60 days of the Annual Meeting. The hearing will be scheduled for 9:00 am on January 13, 2024 with a snow date of January 16, 2024. Jeff stated the bond will be paid by the users of the system.

Mr. Klawes made a motion to accept the Sewer Department Warrant Article for Bond for Town Election 2024.

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. 5-0-0

**• Discussion of BOS Meeting Dates for December 2022 and January 2023**

Mr. Goodine let the Board know the upcoming meeting schedule as follows:

November 20, 2023, December 4, 2023, December 18, 2023, January 8, 2024 and then

January 22, 2023. Saturday the February 3 will be the deliberate session for the budget, February 5, 2024 and then February 26, 2024 and then continue every other week to avoid the remaining holidays for the year.

**• CDL Grant for Highway**

Tabled until the next meeting.

**• New Hires at Fire Department**

Chief Lambert stated he has two new hires to bring forward, one to discuss now. Matthew Sian is a good candidate for the EMS program pending his physical.

Mr. Klawes made a motion to appoint Matthew Sian to the fire department pending his physical.

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. 5-0-0

**• Dissolution Plan for TTEMS Update**

Chief Lambert gave a summary of a change in the dissolution agreement.

The Board of Selectmen signed the agreement.

**• Supervisor of the Checklists Appointment**

Diane Adinolfo let the Board know that Melaine Boisvert will be appointed as the Supervisor of the Checklists.

**• Sign and approve the 2023 Municipal Assessment Data Certificate and discussion of 2023 Equalization Ratio**

Mr. Goodine gave a brief overview.

Mr. Klawes made a motion to approve and sign the 2023 Municipal Assessment Data Certificate.

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. 5-0-0

**• Set 2023 Final Tax Rate and Sign Related Documents**

Mr. Goodine gave an overview of the 2023 Final Tax Rate.

Chair McDonald made a motion to set the 2023 Final Tax Rate at \$21.20.

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. 5-0-0

**• Brief Discussion of Special BOS Meeting in next week or so 2023 Tax Commitment**

Mr. Klawes made a motion to approve the Tax Collector's Warrant property tax levy for the State of New Hampshire to Brittney Littlefield, collector of tax for Allenstown NH in the amount of \$5,957,198.00 with an interest rate of 8% starting on December 18, 2023 thereafter on all sums not paid before or on that date.

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. 5-0-0

**• BOS and Budget Committee Meeting Reminder for November 18, 2023**

**• Houle Avenue – Tabled at Legal Office**

**• Kettle Rock Road Discussion – Tabled at Legal Office**

**TOWN ADMINISTRATOR'S REPORT**

Mr. Goodine let the Board know there is a call for mediation for the Assessors on a property for an appeal they made.

There is also a memo regarding the electronic ballot counting.

**ROAD AGENT REPORT**

Chad Pelissier said they are trying to finish up the paving. There will be some paperwork coming through for encumbrances. They are waiting on pavers. They are super backed up.

They are working on the salt shed. He hopes to have a price on trusses by the end of this week or next week.

### **OTHER BUSINESS**

Ms. McKenney asked if we have the audit report yet.

Mr. Goodine said not yet. It should be soon.

Ms. McKenney asked if we are doing Christmas gifts and baskets for Thanksgiving.

Mr. Goodine said not the Thanksgiving baskets but we will be doing the Christmas gift tree.

Ms. McKenney asked when a Board takes a vote, do all the members have to support the vote if it is against how they voted.

Ms. Higham said no, she does not think so.

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

#### **• Ratify Consent Calendar: November 6, 2023**

Ms. Higham made a motion to ratify the Consent Calendar of November 6, 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. 5-0-0

#### **• Review Minutes:**

##### **o Non-Public: October 16, 2023 and September 25, 2023**

Ms. Higham made a motion to approve the Non-Public minutes of October 16, 2023 and 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. 5-0-0

##### **o Public October 16, 2023**

Ms. Higham made a motion to approve the public meeting minutes 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. 5-0-0

**• Approve Payroll and Accounts Payable Manifests:**

- o ACH Manifest – 1093, 1096, and 1098;**
- o Check Manifest – 1092, 1097, and 1099;**
- o Non-Check (CC) Manifest – 1094 and 1095**
- o Town P/R Manifest - October 19, 2023 and November 2, 2023**

Ms. Higham made a motion to approve the ACH Manifest 1093, 1096, 1098, Check Manifest 1092, 1097, and 1099, Non-Check (CC) Manifest 1094 and 1095, and Town Payroll Manifest for October 19, 2023 and November 2, 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. 5-0-0

**Non-Public Agenda**

Chair McDonald made a motion to enter in to Non-Public Session at 8:38 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 motion to exit Non-Public session at 9:10 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 at 9:11 pm the minutes of the Non-Public session be sealed as they may adversely affect someone not on 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 in to Non-Public Session at 9:12 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 9:24 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

Mr. Klawes made a motion that effective January 1, 2024, that the Deputy Fire Chief is moved to a part time position at 15 hours per week and the EMS Coordinator is moved to 12 hours per week.

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

Mr. Klawes made a motion that the Fire Department offers Leon Henderson an on-call position with a year probationary period.

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

Chair McDonald made a motion to enter in to Non-Public Session at 9:26 pm in accordance with the provisions of RSA 91-A:3,II (c) two 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 Non-Public session at 9:58 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 on this board at 9:59 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

Mr. Klawes made a motion to adjourn the meeting at 9:59 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 ALLENSTOWN  
 BOARD OF SELECTMEN  
 PUBLIC MEETING MINUTES  
 NOVEMBER 6, 2023

**Signature Page**

| <b>Original Approval:</b>   |                         |       |
|-----------------------------|-------------------------|-------|
|                             |                         |       |
| SCOTT MCDONALD, Chair       |                         | DATE  |
|                             |                         |       |
| MAUREEN HIGHAM, Member      |                         | DATE  |
|                             |                         |       |
| SANDRA MCKENNEY, Member     |                         | DATE  |
|                             |                         |       |
| KEITH KLAUES, 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 KLAUES, Member    | DATE  |
|                             |                         |       |
|                             | JIM RODGER, Member      | DATE  |