

TOWN OF ALLENSTOWN
SELECTBOARD MEETING MINUTES
16 SCHOOL STREET
ALLENSTOWN, NH 03285
APRIL 22, 2024

CALL TO ORDER:

The Allenstown Selectboard meeting of April 22, 2024 was called to order by Scott McDonald at 6:07 pm.

Scott McDonald called for the Pledge of Allegiance.

ROLL CALL:

PRESENT ON THE BOARD: Scott McDonald, Maureen Higham, Kathleen Pelissier and Jim Rodger

ABSENT: Patricia Caruso

ALLENSTOWN STAFF: Town Administrator Derik Goodine, Fire Chief Lambert, Sherry Miller, Finance Director, Veronica Anaya, Police Chief Mike Stark, and Chad Pelissier.

OTHERS: Mike Frascinella, Lisa Lemire, George Lemire, Claudette Verville, Armand Verville, Allison Turcotte, Eric Halverson, Paul Dusseault, Kris Fowler, and Dennis Fowler

NON-PUBLIC AGENDA ITEMS

• Non-Public Session in accordance with the provisions of RSA 91-A:3,II (c)

Chair McDonald made a motion to enter in to Non-Public Session in accordance with the provisions of RSA 91-A:3,II (c) at 6:05 pm.

Ms. Higham seconded the motion.

A roll call was taken.

Scott McDonald – Aye
Maureen Higham – Aye
Kathleen Pelissier – Aye
Jim Rodger – Aye
Motion passed. 4-0

Chair McDonald made motion to exit Non-Public session at 6:43 pm.

Ms. Higham seconded the motion.

A roll call was taken.

Scott McDonald – Aye

Maureen Higham – Aye
Kathleen Pelissier– Aye
Jim Rodger – Aye
Motion passed. 4-0

CITIZENS COMMENTS

Mike Frascinella gave an update on the EDC events coming up. The first concert will be May 19th, featuring Out on Bail. He is working on a bunch of new stories that will be posted to the website and in the Hooksett Bridge. He let everyone know that Allenstown Aggregate donated all the gravel and stone dust needed to finish off the rail trail.

REGULAR AGENDA

• Chair and Vice-Chair and Committee Assignments

Ms. Higham suggested tabling this until Patricia Caruso arrives.

• Board of Selectmen Training Workshop with Town Counsel on Ethics, Code of Conduct, Conflict of Interests, and Board Powers and Limits of Individual Selectpersons

Mr. Goodine said this has not been scheduled yet. He has been speaking to legal and feels it would be a good idea to have a training session with them so they can have a discussion going over clarity of questions etc. in a workshop with the attorneys. He asked the Board when they would like to do the workshop.

Ms. Pelissier said she is fine with that although she feels the answers that Mr. Goodine has given them has been satisfactory. She believes it is up to the Board to decide if the Board can have access to time sheets, etc.

The Board agreed to try for next Monday night, and Mr. Goodine will check with Town Counsel.

• Approval of Museum Space for Historical Society Resolve

Mr. Goodine made a Resolve document to reserve rooms 109, 110 and 118 for use for the Allenstown Historical Society at no charge. See Resolve on file for details.

Chair McDonald made a motion to approve Resolve R-2024-04 regarding the reservation of space at Allenstown Elementary School for the Historical Society Museum.

Ms. Higham seconded the motion.

Scott McDonald – Aye
Maureen Higham – Aye
Kathleen Pelissier– Aye
Jim Rodger – Aye
Motion passed. 4-0

Mike Frascinella asked when the building will be available for the EDC to meet.

Mr. Goodine stated that they have not taken ownership yet and he will need to meet with the Fire Chief to go through the building etc.

• Houle Avenue – Update

Mr. Goodine said they need to get the school board to sign an easement of part of that so that the water ends up on their land where it slopes to the rail trail. Chad Pelissier has reached out to the school. They do not think there will be an issue. The lawyers are working on the paperwork. Once the document is done, they will send off a letter to the abutters.

• **Fire New Hires**

Chief Lambert stated that after a long day of interviews, he has four names for full time and three names for part time per diems for the Board.

Chair McDonald made a motion to approve Nathan Dutran as full time Lieutenant, Joseph Wood as full time Lieutenant, Taylor Belsito as full time Fire Fighter 2/A EMT, and Ben Savage full time Fire Fighter 2/A EMT for hiring at the Fire Department.
Ms. Higham seconded the motion.

Scott McDonald – Aye
Maureen Higham – Aye
Kathleen Pelissier – Aye
Jim Rodger – Aye
Motion passed. 4-0

Chair McDonald made a motion to approve Edie Fisher per diem/live in student, Hugo Serrano per diem Fire fighter 2/EMT basic, and Peter Gaudault per diem advanced EMT in training for fire fighter.
Ms. Higham seconded the motion.

Scott McDonald – Aye
Maureen Higham – Aye
Kathleen Pelissier – Aye
Jim Rodger – Aye
Motion passed. 4-0

• **Ambulance Update**

Chief Lambert stated June is still the date of delivery for the ambulance but they do not have the chase. The cost to find a chase is about a \$15,000 difference. The funds from the dissolution of Tri Town would be around \$250,000 - \$300,000 so the cost of the chase is not concerning. The funds from the escrow account have been authorized for release when they find a chase. When the ambulance is released, they will get an invoice for the difference in cost.

• **Town Website**

Mr. Goodine stated he looked at updating the look etc. of the website and found out that we need to be updated to Drupal 10, and it is a platform that websites are built on. The flexibility sets it apart. We are at Drupal 7 and cannot go to Drupal 10 until the fall. It would most likely be November. Work can be done to the homepage such as changing the picture and having less links that take away from the important information.
Mr. Goodine asked them to remove some of the information and clutter to clean it up for now.

Ms. Pelissier will follow up with Trish Caruso at the next meeting regarding the website company Hooksett currently uses.

Mr. Goodine will try and get some things pulled out before the next meeting for further discussion.

- **Salary Survey**

Mr. Goodine gave the Board a proposal and scope of work.

Ms. Pelissier stated she had gone through the document and is wondering if this is a standard form that he took from another town?

Mr. Goodine said he got information from a few towns. It will be put out there for bids now. It was decided that May 10th would be the date for questions and the due date will be May 29th. Completion by August or sooner if possible so it is done before budget season.

- **Pre-K Meeting at AES School**

Mr. Goodine said he sent it out to Maureen Higham and Trish Caruso. The meeting is April 30th at 2:30 or 3:00. Ms. Higham said she can do that date if Ms. Caruso is available.

- **Various Personnel Related Matters -Perhaps should wait until after Training Workshop**

Ms. Pelissier said most of her issues revolve around access to the key swipe, remote work, and timecard information.

The discussion was put on hold until after the training workshop.

- **Ethics Policy- Perhaps should wait until after Training Workshop**

The discussion was put on hold until after the training workshop.

- **Employee and Volunteer Appreciation Party Date and Location – April 27- 6pm to 8pm**

- **Kettle Rock Road Discussion – Update if available**

The lawyers do not have anything in writing. He hopes to have something next meeting.

TOWN ADMINISTRATOR'S REPORT

Mr. Goodine said he has the lawyers looking into ARD. He met with a real estate agent who specializes in commercial to tour the school. The church will not step away from the right of first refusal. We are working on an easement so we can continue to have the fields. We have no plans to develop the property; we only care about the field. We are working to get a long-term lease.

There was a resignation of a Sewer Commissioner so we will be looking for someone to replace the open position.

The school clerk did not take the oath of office so there is a vacancy.

Friday May 3rd is the grand opening of the Allenstown Community School for the public.

The grand opening of the Hooksett River Walk Trail is May 16th from 4:00 – 5:30 connecting Hooksett and Allenstown.

ROAD AGENT REPORT

Mr. Pelissier stated they are still working on spring clean up due to the winter storms. Most of the drainage in front of the school is done. The rest will be done after school ends for the year.

The school signs need be moved from the old school to the new. This will be done in the next couple of weeks.

They will be starting Letendre soon as well.

He plans to be done with the Rail Trail by mid-June. A decision will need to be made regarding the parking lot in that area. He suggests no parking signs on the road because of the trucks on that road.

Ms. Higham brought up the issue of parking the boat launch if they are not residents of Allenstown as a resident sticker is needed to park at the boat launch.

Chad said there will be additional parking for non-resident.

OTHER BUSINESS

Ms. Pelissier discussed the issue at the mobile home park. She had asked for some numbers last meeting and asked what the progress was on the asbestos situation.

Mr. Goodine said he put out a request for some quotes to do the removal of the asbestos. He hopes to get them back within the next week and a half and have it for the next meeting.

Dennis Fowler asked if the owner would be able to get back in there. Mr. Goodine said he did not know if he would be able to get his stuff out. He asked if he wanted the two little shacks that are full of stuff.

Ms. Pelissier asked for an update of the 2022 audit.

Mr. Goodine said they are still waiting for the reconciliation so it will most likely be done in May.

Ms. Pelissier asked what they are doing for Sandy McKenney. Mr. Goodine said they had talked about planting a tree or possibly putting a bench on the rail trail and maybe other people would put a bench on the trail in memory of a loved one.

Ms. Pelissier said she is glad there is money in the budget for the memorial. She likes the idea of the bench.

Mr. Goodine said another option would be to put it in front of the new school. Ms. Higham and Ms. Pelissier said they liked the idea of the rail trail.

Ms. Pelissier said Louise Letendre reached out to her and said she has not been paid for helping Jackie. Mr. Goodine said he needed the review and for Jackie to review it to separate what was supervisor stuff and what was above and beyond town stuff.

CONSENT CALENDAR, MINUTES AND MANIFESTS

Ratify Consent Calendar: April 22, 2024

• Review Minutes:

Non-Public of March 11, 2024: One session, two items

Ms. Higham made a motion to approve the Non-Public minutes of March 11, 2024.

Mr. McDonald seconded the motion.

Scott McDonald – Aye

Maureen Higham – Aye

Kathleen Pelissier - Aye

Jim Rodger – Aye

Motion passed. 4-0

o Public Minutes: February 26, 2024 and March 11, 2024

Ms. Higham made a motion to approve the public minutes of February 26, 2024, and March 11, 2024.

Mr. McDonald seconded the motion.

Scott McDonald – Aye

Maureen Higham – Aye

Kathleen Pelissier - Abstained

Jim Rodger – Aye

Motion passed. 3-1-0

• Approve Payroll and Accounts Payable Manifests:

o 2024 ACH Manifest – 1135 and 1138;

o 2024 Check Manifest – 1139 and 1143

o 2024 Non-Check (CC) Manifest – 1134, 1141, 1142, 1136, and 1137;

o Town P/R Manifest – 04-04-24

Ms. Higham made a motion to accept the 2024 ACH Manifest – 1135 and 1138, the 2024 Check Manifest 1139 and 1143; the 2024 Non-Check Manifest 1134, 1141, 1142, 1136 and 1137; and 2024 Town Payroll Manifest for 4-4-24.

Mr. McDonald seconded the motion.

Scott McDonald – Aye

Maureen Higham – Aye

Kathleen Pelissier - Aye

Jim Rodger – Aye

Motion passed. 4-0

o Public Minutes: April 8, 2024

Ms. Pelissier stated that she would like to see the minutes in the order discussed vs. the order on the agenda. She also stated that it was not recorded what time Scott McDonald left the meeting. She stated that the discussion of meeting minutes to be printed and brought to the meeting so they could be posted was not listed in the minutes.

Ms. Pelissier mentioned she is having a problem opening some documents in Drop Box.

NON-PUBLIC AGENDA ITEMS

- Non-Public Session in accordance with the provisions of RSA 91-A:3,II (a)

Chair McDonald made a motion to enter in to Non-Public Session in accordance with the provisions of RSA 91-A:3,II (a) at 8:58 pm.
seconded the motion.

Scott McDonald – Aye
Maureen Higham – Aye
Kathleen Pelissier - Aye
Jim Rodger – Aye
Motion passed. 4-0

Chair McDonald made motion to exit Non-Public session at 9:17 pm.
Ms. Higham seconded the motion.

Scott McDonald – Aye
Maureen Higham – Aye
Kathleen Pelissier - Aye
Jim Rodger – Aye
Motion passed. 4-0

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.

Scott McDonald – Aye
Maureen Higham – Aye
Kathleen Pelissier - Aye
Jim Rodger – Aye
Motion passed. 4-0

Chair McDonald made a motion that the minutes of the Non-Public session held from 6:05 pm until 6:43 pm be sealed as they may have an adverse effect on somebody not a member of this Board.
Ms. Higham seconded the motion.

Scott McDonald – Aye
Maureen Higham – Aye
Kathleen Pelissier - Aye
Jim Rodger – Aye
Motion passed. 4-0

Maureen Higham made a motion to adjourn the meeting at 9:18 pm.
Scott McDonald seconded the motion.

Scott McDonald – Aye
Maureen Higham – Aye
Kathleen Pelissier - Aye
Jim Rodger – Aye
Motion passed. 4-0

DRAFT

TOWN OF ALLENSTOWN
 BOARD OF SELECTMEN
 PUBLIC MEETING MINUTES
 APRIL 22, 2024

Signature Page

Original Approval:		
MAUREEN HIGHAM, Member	DATE	
SCOTT MCDONALD, Member	DATE	
JIM RODGER, Member	DATE	
PATRICIA CARUSO, Member	DATE	
KATHLEEN PELISSIER, Member	DATE	
Amendment Approvals:		
Amendment Description:	Approval:	Date:
	MAUREEN HIGHAM, Member	DATE
	SCOTT MCDONALD, Member	DATE
	JIM RODGER, Member	DATE
	PATRICIA CARUSO, Member	DATE
KATHLEEN PELISSIER, Member	DATE	