

TOWN OF ALLENSTOWN
SELECTBOARD MEETING MINUTES
16 SCHOOL STREET
ALLENSTOWN, NH 03285
APRIL 8, 2024

CALL TO ORDER:

The Allenstown Selectboard meeting of April 8, 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, and Patricia Caruso. Kathleen Pelissier joined the meeting at 6:20 pm.

ABSENT: Jim Rodger

ALLENSTOWN STAFF: Town Administrator Derik Goodine, Fire Chief Lambert, Jackie Tate, Clerk/Tax Collector, Sherry Miller, Finance Director, Veronica Anaya, HR, Brian Arsenault Building and Code Enforcement Officer, and Police Chief Mike Stark. Chad Pelissier, Road Agent arrived at 6:20 pm.

OTHERS: Mike Frascinella, Rich Caruso, Diane Adinolfo, Lisa Lemire, George Lemire, Claudette Beaulieu, Claudette Verville, Armand Verville, Allison Turcotte. Paul Russo, Lucy Davvers, and Jen Kissaluski.

CITIZENS COMMENTS

Mike Frascinella gave an update on the summer concerts put on by the EDC. The first one will be held on May 19th.

Jen Kissaluski spoke regarding the birds in the park. Lucy Davvers stated that Ms. Kissaluski was told by the Police Chief that she would have to stay out of the park. There was an incident between a dog owner and Ms. Kissaluski. She stated that there are two state laws regarding birds and wild and domestic animals.

Chief Stark said for him to speak they would need to go into nonpublic. She was told she could feed the geese from the other side of the river. He recommends an agenda item in nonpublic at another meeting.

The Board will hold a non-public meeting at the next meeting to discuss this matter.

REGULAR AGENDA

- **Chair and Vice-Chair and Committee Assignments**

Diane Adinolfo asked if they could appoint someone to the Planning Board. The RSA says the Planning Board must have ex-officio from the Board of Selectmen.

Kathleen Pelissier offered but Chad is also on the Planning Board so there could be a conflict.

Patricia Caruso said she could do it as well.

Kathleen Pelissier said if the Board does not think it is a conflict, she would like to do it.

Ms. Caruso made a motion to appoint Kathleen Pelissier as ex officio Planning Board member (subject to no conflict found) and Patricia Caruso as the alternate ex officio Planning Board member.

Ms. Higham seconded the motion.

Maureen Higham – Aye

Patricia Caruso – Aye

Kathleen Pelissier – Aye

Motion passed. 3-0

• **MTS Municipal Technology Systems Accounting Software**

Sherry Miller explained what this new software can do for the Town. The software cost was in the budget. The learning curve should be just a couple of days. Training is included in the cost. The yearly cost would be approximately \$7281.

Mr. McDonald made a motion to move forward with the contracts for transitioning to the MTS Municipal Technology Systems Accounting Software package not to exceed \$35,500.00.

Ms. Caruso seconded the motion.

Maureen Higham – Aye

Scott McDonald – Aye

Patricia Caruso – Aye

Kathleen Pelissier – Aye

Motion passed. 4-0

• **Town Website**

Ms. Pelissier stated that when she worked for the Town, she received complaints about their website. She had the Town of Pembroke website pulled up for the Board to see as an example of a clear, user-friendly website.

Mr. McDonald asked where they got it. Ms. Higham said it is just set up differently.

Ms. Caruso said Hooksett just implemented their new website. They use a different vendor. The Vendor name is Revize.

Mr. Goodine asked what they did to transition from one website to the new one.

Ms. Pelissier asked if the minutes could be posted as soon as they are approved.

Mr. Goodine said they get approved and then sent to Hello Sign. If they need to wait for a signature, it could delay them being posted.

A discussion was had to determine what needs to be changed on the website, and can the current webmaster do the work or does the Town need to go with another. It was decided that Mr. Goodine or Mike Frascinella would reach out and see if our current webmaster can make ours more like Pembroke and/or Wolfeboro.

• **Manifest Descriptions**

Ms. Caruso spoke about the descriptions of the Manifests so that the Board knows what the purchases are for that are listed on the manifest. She feels it is not specific enough. She believes it was voted in the past to have more description.

Ms. Caruso made a motion that the Finance Department include a brief description in the manifest to inform the Board of the department's purchases.

Ms. Pelissier seconded the motion.

Maureen Higham – Aye

Scott McDonald – No

Patricia Caruso – Aye

Kathleen Pelissier – Aye

Motion passed. 4-0-1

• **Town Hall Hours**

Ms. Pelissier said she asked for this discussion because she would like there to be specific regular hours that the Town Hall is open.

Veronica Anaya said the door is open Monday – Thursday from 9-4. Many nights she is there late and will answer the door if a resident rings the bell.

Brian Arsenault suggested that when the town hall moves to the new building, they may be able to build in a solution to this problem.

• **Audits**

Mr. Goodine stated the 2022 is expected to be done in May, and 2023 will be started around the same period.

Ms. Pelissier asked if after MRI is gone, will they be self-sufficient to do it themselves?

Veronica Anaya stated MRI will not be used for 2023. She said there are several transactions that she cannot find at this point. MRI will let them know how they found transactions in 2022 which should allow them to find the 2023 missing transactions.

Ms. Caruso asked if MRI will sit down with them and go over things.

Sherry Miller stated that they will do that, and they will have good numbers going forward.

• **Public Safety Building Capital Reserve Fund Request for Fire Station Fire Alarm System**

Chief Lambert gave an update on the alarm system for the second floor. A third party, RB Allen, came in and gave a quote of \$11,641.50. The work has been done. He would like approval to use funds from the Public Safety Building Capital Reserve Fund to pay for the work that has been done. He has a PO to be signed if approved by the Board.

Ms. Higham made a motion to allow the Town Treasurer transfer funds in the amount of \$11,641.50 from the Public Safety Building Capital Reserve Fund to the general fund for the expenses of the Fire Department's second floor completion project.

Ms. Caruso seconded the motion.

Maureen Higham – Aye

Scott McDonald – Aye

Patricia Caruso – Aye

Kathleen Pelissier – Aye

Motion passed. 4-0

• **Sign 2024 MS 232**

The Board signed the workforce agreement.

Ms. Higham made a motion to sign the 2024 MS 232.

Ms. Caruso seconded the motion.

Maureen Higham – Aye

Patricia Caruso – Aye

Kathleen Pelissier – Aye

Motion passed. 3-0

• **Approval of Museum Space for Historical Society at Allenstown Elementary School**

Mr. Goodine stated there is a resolve on the Museum Space in their packet. Armand is looking for 1600 sf for artifacts and other items. Room 109 and 110 could be used for the museum and room 118 could be used as a workspace.

Armand Verville gave an explanation on the request for the Museum.

Trish Caruso said she loves the idea but to be fair to others in the community, the board should open the discussion up to others who need space and would like to use the building as well.

Paul Russo (resident) stated he thinks this would be a great asset to the town.

Trish Caruso suggested that the current town hall will be empty and could possibly be used for groups needing space.

Scott McDonald read the resolve for the Historical Society Museum using rooms 109 and 110 as a museum space and room 118 as storage and workspace.

Trish Caruso said she would like the resolve to include that if there is an insurance increase, the Historical Society will be responsible for the cost increase.

Scott McDonald tabled the vote until the next meeting.

• **Pre-K at AES School**

Mr. Goodine said the school would like to discuss the Pre-K at the new school this fall. He thought there may be board members that would like to go meet with the principal and superintendent. If anyone is interested, he will get a date and place for the meeting. He said the school would like to meet as soon as possible.

Ms. Caruso and Ms. Higham said they are interested. Mr. Goodine said he will get some meeting time options and get back to them.

• **Library Use of Blueberry Express Park for Foam Party**

Mr. Goodine said this is no longer happening so no need to discuss.

• **Various Personnel Related Matters as Requested by Selectwomen Pelissier and Caruso**

Ms. Pelissier stated that at the last meeting she had asked for access to the timecards and key swipes and was told by Mr. Goodine that he would check with Legal.

Mr. Goodine stated that Legal said they need to know if it is a personnel request or if the Board requested the info, and they will go from there to determine if there is a legal right because ideally it should be the Board asking for the information not one Board member.

Ms. Pelissier suggested that the Board should have access to this information.

Ms. Higham asked if this is for all departments or just town hall.

Ms. Pelissier said all departments and believes there are ways to filter out information that the Board should not have.

Ms. Caruso said it can be done if they are put in as department heads so they can see the employees time but not medical insurance and other personal information.

Mr. Goodine stated that in the past, the chair of the Selectboard approved the department head's time sheets.

Ms. Anaya explained the chain of command for approving the time sheets and that each member of the Board could not have access.

Ms. Pelissier asked if a report could be run to show her the information she is requesting.

Ms. Higham said until Mr. Goodine tells them if it is legal information for the Board to ask, she would not vote on this matter.

Mr. Goodine read the response from Legal regarding this situation requesting more information.

Ms. Pelissier made a motion that the Board have access to the information.

Ms. Higham stated that they should have the full Board present to take the vote.

Mr. Goodine will reach out to them for a more definitive answer.

Ms. Pelissier also wanted to talk about computer tracking of the employees who are working at home frequently. She was surprised that the Town has no way of monitoring the hours. She would like to have CCS speak to them at the next meeting on what level of detail they can have such as hours they are logged in.

Ms. Higham said they same question applies as to who has access to that information. Is it the Board, the Chair of the Board etc.

Ms. Pelissier also asked for job descriptions as she believes the Board should review them as some workers have too much on their plate and maybe some responsibilities should be redistributed.

Ms. Pelissier said there is a mobile home up in Old Town Coop that a tree fell on. She would like to know what is going on with that.

Mr. Goodine said they just did the asbestos abatement analysis, and they are now getting rid of companies to remove the mobile home. It is town owned. It is insured and they have an insurance claim in on it. There are no other town owned mobile homes at this time.

Mr. Goodine said if Legal gives them a black and white answer, he will invite CCS to the next meeting.

- **Ethics Policy**

Mr. Goodine gave them some updated info and would like the Board to read through it and have a discussion at the next meeting.

- **Employee and Volunteer Appreciation Party Date and Location**

Mr. Goodine said he is hoping either April 27th or May 4th. He will talk to the Legion tomorrow and send out an email for all.

- **Houle Avenue – Update**

Mr. Goodine said he worked with the attorneys on this. Nothing is finite at this point. The attorneys need more documents and information. The drainage issue must be solved. We may need a drainage easement to allow us to use the cul-de-sac.

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

Ms. Caruso asked what the delay is with this issue. Mr. Goodine said the attorneys are working on it but it is complicated. He hopes to have information at the next meeting.

TOWN ADMINISTRATOR'S REPORT

Mr. Goodine mentioned they had a spam email attack a couple weeks ago. There were no vulnerabilities; no information was given out.

A firetruck backed up into a pole during the last storm and hit the bumper. An insurance claim has been filed.

The Trustees of the Trust Fund request a transfer of \$278,000.

Ms. Higham made a motion to sign the CRF transfer of \$278,000.

Ms. Caruso seconded the motion.

Maureen Higham – Aye

Patricia Caruso – Aye

Kathleen Pelissier – Aye

Motion passed. 3-0

ROAD AGENT REPORT

Chad Pelissier stated the past storm beat them up but all the roads are now open.

Paving is right around the corner.

The principal at the school asked for them not to pave in front of the school until after school closes for the year.

There are some issues with the school that he thought had been resolved. They don't want a culvert at the end of the north driveway. They did not get approval for that from the Town. There is water now puddling and will be a problem in the winter when it turns to ice. They say it is not their problem. The topcoat is supposed to be done in the next week, so they may need to take care of it now and deal with them later.

On the lower driveway, there is not so much of a problem with the water going over their driveway, but it goes over the road. The sidewalk also sticks out into the road. His thought is to cut that and put a couple culverts across it. It should be coming out of their budget, not his.

Mr. Pelissier asked if the Board wants him to put in some pipe.

The Board agreed and said to keep track of the cost, and they will bill them.

Ms. Caruso made a motion to allow the Road Agent to install a culvert at the school intersection of their driveway and River Road to not exceed \$15,000.

Ms. Pelissier seconded the motion.

Maureen Higham – Aye

Patricia Caruso – Aye

Kathleen Pelissier – Aye

Motion passed. 3-0

OTHER BUSINESS

Work Force agreement that the state will be paving Route 3.

Ms. Higham made a motion to authorize the Chairman of the Board to sign the agreement.

Ms. Caruso seconded the motion. Mr. Goodine will ask for a legal opinion so they can move forward.

Maureen Higham – Aye

Scott McDonald - Aye

Patricia Caruso – Aye

Kathleen Pelissier – Aye
Motion passed. 4-0

Brian Arsenault let the Board know that May 11th is the Land Use annual presentation for the NH Municipal. If you can't make it, they move it over to Facebook and you can see Zoning Board and Planning Board and other important information for new board members.

CONSENT CALENDAR, MINUTES AND MANIFESTS

Ratify Consent Calendar: April 8 , 2024

Ms. Higham made a motion to accept the ratified consent calendar of April 8, 2024.
Patricia Caruso seconded the motion.

Maureen Higham – Aye
Kathleen Pelissier – Aye
Patricia Caruso - Aye
Motion passed. 3-0

• Review Minutes:

Non-Public of March 25, 2024

Ms. Higham made a motion to approve the Non-Public minutes of March 25, 2024.
Ms. Caruso seconded the motion.

Maureen Higham – Aye
Patricia Caruso – Aye
Kathleen Pelissier – Aye
Motion passed. 3-0

o Public Minutes February 26, 2024, March 11, 2024, and March 25, 2024

Ms. Higham made a motion to approve the public meeting minutes of March 25, 2024.
Ms. Caruso seconded the motion.

Maureen Higham – Aye
Patricia Caruso – Aye
Kathleen Pelissier – Aye
Motion passed. 3-0

• Approve Payroll and Accounts Payable Manifests:

- o ACH Manifest – 1126 and 1129;**
- o Check Manifest – 1127, 1130, 1132, and 1133;**
- o Non-Check (CC) Manifest – 1124, 1125, 1128, and 1131;**
- o Town P/R Manifest – 04-04-24**

Ms. Higham made a motion to accept the 2024 ACH Manifest – 1126 and 1129, the 2024 Check Manifest 1127, 1130, 1132 and 1133; the 2024 Non-Check Manifest 1124, 1125, 1128 and 1131; and

2024 Town Payroll Manifest for 4-4-24.
Patricia Caruso seconded the motion.

Maureen Higham – Aye
Kathleen Pelissier – Aye
Patricia Caruso - Aye
Motion passed. 3-0

Kathleen Pelissier made a motion to adjourn the meeting at 9:53 pm.
Patricia Caruso seconded the motion.

Maureen Higham – Aye
Kathleen Pelissier – Aye
Patricia Caruso - Aye
Motion passed. 3-0

DRAFT

TOWN OF ALLENSTOWN
 BOARD OF SELECTMEN
 PUBLIC MEETING MINUTES
 APRIL 8, 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