

TOWN OF ALLENSTOWN  
SELECTBOARD MEETING MINUTES  
16 SCHOOL STREET  
ALLENSTOWN, NH 03285  
DECEMBER 18, 2023

**CALL TO ORDER:**

The Allenstown Selectboard meeting of December 18, 2023 was called to order by Chair McDonald at 6:03 pm.

Chair McDonald called for the Pledge of Allegiance.

**ROLL CALL**

**PRESENT ON THE BOARD:** 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), Fire Chief Lambert, Chad Pelissier, Road Agent, Police Chief Mike Stark, and Mike O'Meara

**OTHER:** Nancy Beaulieu – EDC, Lisa Lemire – EDC, Mike, Frascinella – EDC, Ronald Eisenhart – Health Office, Denise Deblois – Deputy Health Officer, and Ray Duckler

**CITIZENS COMMENT:**

Mike Frascinella gave an update from EDC. The parade was a big hit.

**PUBLIC HEARING**

**Highway Block Grant Additional Funds**

RSA 31:95-b Section III - Acceptance of Unanticipated Funds More than \$10,000 – One-Time NHDOT Highway Block Grant Additional \$26,878.03

The public hearing was closed at 6:08 pm.

**REGULAR AGENDA**

**• Acceptance of One-Time NHDOT Highway Block Grant Funds**

Keith Klawes made a motion to accept the NHDOT Highway Block Grant Additional \$26,878.03.

Maureen Higham seconded the motion.

A roll call was taken.

Scott McDonald – Aye  
Maureen Higham – Aye

Keith Klawes – Aye  
Jim Rodger – Aye  
Sandy McKenney – Aye

Motion passed. 5-0-0

- **Municipal Bridge Money**

Chair McDonald made a motion to accept the Municipal Bridge Money in the amount of \$18,718.18.

Keith Klawes seconded the motion.

A roll call was taken.

Scott McDonald – Aye  
Maureen Higham – Aye  
Keith Klawes – Aye  
Jim Rodger – Aye  
Sandy McKenney – Aye

Motion passed. 5-0-0

- **Health Inspector Readiness Report for Public Health Threats**

Ron Eisenhart spoke about the Readiness Report for Public Health Threats.

He said it has been a good year and they have been reactive. He does not foresee any issues as everything is in good shape.

- **Encumbrances For Highway Department**

- **Encumbrance of Emergency Operation Plan**

They will use the money coming in for next year.

- **Acceptance of Resignation of PD Admin Asst. and Hiring of new PD Admin Asst.**

Chief Stark let the Board know that Dawn Chabot has given her resignation and will stay until December 30<sup>th</sup> to help train the new person.

Mr. Klawes made a motion to accept the resignation of Dawn Chabot effective December 30, 2023.

Ms. Higham seconded the motion.

A roll call was taken.

Scott McDonald – Aye  
Maureen Higham – Aye  
Keith Klawes – Aye  
Jim Rodger – Aye  
Sandy McKenney – Aye

Motion passed. 5-0-0

Mr. Klawes made a motion to accept the hiring of Jessica Tanguay as Administrative Assistant at the Police Department effective December 18, 2023.

Ms. Higham seconded the motion.

A roll call was taken.

Scott McDonald – Aye  
Maureen Higham – Aye  
Keith Klawes – Aye  
Jim Rodger – Aye  
Sandy McKenney – Aye

Motion passed. 5-0-0

• **Police Radar Trailer PO**

Mr. Klawes made a motion to allow Police Chief Stark to purchase a Police Radar trailer in the amount of \$3655.00.

Ms. Higham seconded the motion.

A roll call was taken.

Scott McDonald – Aye  
Maureen Higham – Aye  
Keith Klawes – Aye  
Jim Rodger – Aye  
Sandy McKenney – Aye

Motion passed. 5-0-0

Mr. Klawes made a motion to transfer \$3655 from the Police Detail Fund to the Police Department Vehicle Repair line to cover the purchase of the new radar trailer.

Ms. Higham seconded the motion.

A roll call was taken.

Scott McDonald – Aye  
Maureen Higham – Aye  
Keith Klawes – Aye  
Jim Rodger – Aye  
Sandy McKenney – Aye

Motion passed. 5-0-0

**• Transfer from Emergency Services Revolving Fund**

Fire Chief Lambert stated he would like to transfer some money back to cover the educational stuff in the amount of \$15,000 from the Emergency Services Revolving Fund back into the operational budget.

Chair McDonald made a motion to instruct the finance director to transfer \$15,000 from the Emergency Services Revolving 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  
Maureen Higham – Aye  
Keith Klawes – Aye  
Jim Rodger – Aye  
Sandy McKenney – Aye

Motion passed. 5-0-0

**• Fire Chief Update**

Chief Lambert stated that he thinks there will be more runs next year based on what he has seen with Hillbrook Village. The upstairs is coming along; he has finished painting. The floors need to be done and the trim work as well.

**• Hazard Mitigation Paperwork**

Mr. Goodine said there are three things to be cognizant of. The first is the Voluntary Participation Notice which he will need authorization to sign along with the second is the Commitment Letter. Our commitment portion is \$2,531.25 with a total project cost of \$10,125.00 and our match will come from Town of Allenstown employee labor. The third is the application for federal assistance for SF-424.

Mr. Klawes made a motion to authorize Derik Goodine, Town Administrator, to sign the three documents listed above for the Hazard Mitigation.

Chair McDonald seconded the motion.

A roll call was taken.

Scott McDonald – Aye  
Maureen Higham – Aye  
Keith Klawes – Aye  
Jim Rodger – Aye  
Sandy McKenney – Aye

Motion passed. 5-0-0

**• Boat Launch Ordinance**

Mr. Klawes stated he wants to make sure that in the ordinance it states that a resident can go ahead and bring the fine in and get a sticker to make it clear it is not to hurt the towns people but to deter others from using their boat launch. The ticket can be voided if they get the sticker. It was also determined that a sign will be posted at the Boat Launch so all know they need a sticker.

Mr. Klawes made a motion to accept the ordinance as written.

Chair McDonald seconded the motion.

A roll call was taken.

Scott McDonald – Aye  
Maureen Higham – Aye  
Keith Klawes – Aye  
Jim Rodger – Aye  
Sandy McKenney – Aye

Motion passed. 5-0-0

**• Trustees of the Trusts Paperwork**

Mr. O’Meara stated the first item is a withdrawal request for Fire Safety Equipment in the amount of \$37,072.63.

Mr. Klawes made a motion to approve the transfer of \$37,072.63 for Fire Safety Equipment.

Chair McDonald seconded the motion.

A roll call was taken.

Scott McDonald – Aye  
Maureen Higham – Aye  
Keith Klawes – Aye  
Jim Rodger – Aye  
Sandy McKenney – Aye

Motion passed. 5-0-0

Mr. O’Meara stated the second item is for the Fire Department as well in the amount of \$8782.00 for Fire Fighting Equipment from the Capital Reserve Fund.

Mr. Klawes made a motion to approve the transfer of funds from the Capital Reserve Fund in the amount of \$8782.00.

Chair McDonald seconded the motion.

A roll call was taken.

Scott McDonald – Aye  
Maureen Higham – Aye

Keith Klawes – Aye  
Jim Rodger – Aye  
Sandy McKenney – Aye

Motion passed. 5-0-0

Mr. O’Meara stated the third item is from the Highway Department Equipment Capital Reserve in the amount \$11,000.00.

Mr. Klawes made a motion to transfer \$11,000 from the Highway Department Equipment Capital Reserve Fund.

Chair McDonald seconded the motion.

A roll call was taken.

Scott McDonald – Aye  
Maureen Higham – Aye  
Keith Klawes – Aye  
Jim Rodger – Aye  
Sandy McKenney – Aye

Motion passed. 5-0-0

Mr. O’Meara stated the fourth item is to withdraw \$6,351.21 from the Parks and Recreation Capital Reserve Fund.

Mr. Klawes made a motion to approve the transfer of \$6,351.21 from the Parks and Recreation Capital Reserve Fund.

Chair McDonald seconded the motion.

A roll call was taken.

Scott McDonald – Aye  
Maureen Higham – Aye  
Keith Klawes – Aye  
Jim Rodger – Aye  
Sandy McKenney – Aye

Motion passed. 5-0-0

Mr. O’Meara stated the last request is a withdrawal from the Public Safety Facilities Capital Reserve Fund in the amount of \$58,281.77.

Mr. Klawes made a motion to approve the transfer of \$58,281.77 from the Public Safety Facilities Capital Reserve Fund.

Chair McDonald seconded the motion.

A roll call was taken.

Scott McDonald – Aye  
Maureen Higham – Aye  
Keith Klawes – Aye  
Jim Rodger – Aye  
Sandy McKenney – Aye

Motion passed. 5-0-0

• **One Time NHDOT Bridge Assistance – Need to Schedule Public Hearing**

The public hearing will be held at the next meeting in January.

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

• **Flag Pole Update**

Mr. Goodine said a few of the guys may take on the project. He also talked to a previous town employee who may be interested in working on this project.

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

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

**TOWN ADMINISTRATOR’S REPORT**

Mr. Goodine stated he has been looking at the investment portfolios and they have kept some of it in the TD Bank account as they will need some of it soon.

Mr. Goodine let the Board know they dug up the foundation drains of the community center. It was packed with orange sludge so they know there is a clog there. It needs to be put into the benzine collection/wet well. They are going to be vacuuming and then jetting the foundation drains. It will become routine and will be adding an access panel so they can get to it in the future. The cost is \$1635 to us although the full cost is \$3270.00.

The budget did get approved at the Budget Committee meeting to go to the public hearing. He is not sure it will survive intact at that point.

**ROAD AGENT REPORT**

**OTHER BUSINESS**

Chair McDonald stated that the last couple of months he knows his temperament has not been ideal. He has been going through something personal and he has decided that this is his last meeting as chair. The next meeting will be run by the Vice Chair.

Mr. Goodine suggested the Board vote for a new chair and vice chair.

Ms. McKenney suggested he stay on as chair and let the vice chair run the meetings.

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

### **• Ratify Consent Calendar: December 18, 2023**

Ms. Higham made a motion to ratify the consent calendar of December 18, 2023.

Mr. Klawes seconded the motion.

A roll call was taken.

Scott McDonald – Aye  
Maureen Higham – Aye  
Keith Klawes – Aye  
Jim Rodger – Aye  
Sandy McKenney – Aye

Motion passed. 5-0-0

### **• Review Minutes:**

#### **o Non-Public: November 20, 2023 Session III, and December 4, 2023 Sessions I and II.**

Ms. Higham made a motion to approve the non-public minutes of the November 20, 2023 Session III meeting.

Mr. Klawes seconded the motion.

A roll call was taken.

Scott McDonald – Aye  
Maureen Higham – Aye  
Keith Klawes – Aye  
Jim Rodger – Aye  
Sandy McKenney – No

Motion passed. 4-0-1

Ms. Higham made a motion to approve the non-public meeting minutes of the December 4, 2023 Sessions I and II meeting minutes.

Mr. Klawes seconded the motion.

A roll call was taken.

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

Motion passed. 4-1-0

### **o Public December 4, 2023**



Ms. Higham made a motion to approve the public meeting minutes of December 4, 2023.  
Mr. Klawes seconded the motion.

A roll call was taken.

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

Motion passed. 4-1-0

- **Approve Payroll and Accounts Payable Manifests:**
  - o **ACH Manifest – 1112;**
  - o **Check Manifest – 1113 and 1114;**
  - o **Non-Check (CC) Manifest – N/A;**
  - o **Town P/R Manifest – December 14, 2023**

Ms. Higham made a motion to approve the ACH Manifest -1112, Check Manifest 1113 and 1114,  
and Town Payroll Manifest December 14, 2023.  
Mr. Klawes seconded the motion.

A roll call was taken.

Scott McDonald – Aye  
Maureen Higham – Aye  
Keith Klawes – Aye  
Jim Rodger – Aye  
Sandy McKenney – Aye

Motion passed. 5-0-0

#### **NON-PUBLIC AGENDA ITEMS**

- Non-Public Session in accordance with the provisions of RSA 91-A:3,II (a)
- 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 at 7:30 pm in accordance with  
the provisions of RSA 91-A:3,II (c).  
Mr. Klawes made a motion to seconded the motion.

A roll call was taken.

Scott McDonald – Aye  
Maureen Higham – Aye  
Keith Klawes – Aye  
Jim Rodger – Aye

Sandy McKenney – Aye

Motion passed. 5-0-0

Chair McDonald made motion to exit Non-Public session at 7:40 pm.  
Mr. Klawes seconded the motion.

A roll call was taken.

Scott McDonald – Aye  
Maureen Higham – Aye  
Keith Klawes – Aye  
Jim Rodger – Aye  
Sandy McKenney – Aye

Motion passed. 5-0-0

Chair McDonald made a motion the minutes of the Non-Public session be sealed as they may adversely affect someone not on this board.  
Mr. Klawes seconded the motion.

A roll call was taken.

Scott McDonald – Aye  
Maureen Higham – Aye  
Keith Klawes – Aye  
Jim Rodger – Aye  
Sandy McKenney – Aye

Motion passed. 5-0-0

Chair McDonald made a motion to enter in to Non-Public Session at 7:44 pm in accordance with the provisions of RSA 91-A:3,II (a).  
Mr. Klawes seconded the motion.

A roll call was taken.

Scott McDonald – Aye  
Maureen Higham – Aye  
Keith Klawes – Aye  
Jim Rodger – Aye  
Sandy McKenney – Aye

Motion passed. 5-0-0

Chair McDonald made motion to exit Non-Public session at 8:00 pm.  
Mr. Klawes seconded the motion.

A roll call was taken.

Scott McDonald – Aye  
Maureen Higham – Aye  
Keith Klawes – Aye  
Jim Rodger – Aye  
Sandy McKenney – Aye

Motion passed. 5-0-0

Chair McDonald made a motion the minutes of the Non-Public session be sealed as they may adversely affect someone not on this board.  
Mr. Klawes seconded the motion.

A roll call was taken.

Scott McDonald – Aye  
Maureen Higham – Aye  
Keith Klawes – Aye  
Jim Rodger – Aye  
Sandy McKenney – Aye

Motion passed. 5-0-0

Chair McDonald made a motion to enter in to Non-Public Session at 8:16 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  
Maureen Higham – Aye  
Keith Klawes – Aye  
Jim Rodger – Aye  
Sandy McKenney – Aye

Motion passed. 5-0-0

Chair McDonald made motion to exit Non-Public session at 8:21 pm.  
Mr. Klawes seconded the motion.

A roll call was taken.

Scott McDonald – Aye  
Maureen Higham – Aye  
Keith Klawes – Aye  
Jim Rodger – Aye  
Sandy McKenney – Aye

Motion passed. 5-0-0

Chair McDonald made a motion the minutes of the Non-Public session be sealed as they may adversely affect someone not on this board.

Mr. Klawes seconded the motion.

A roll call was taken.

Scott McDonald – Aye  
Maureen Higham – Aye  
Keith Klawes – Aye  
Jim Rodger – Aye  
Sandy McKenney – Aye

Motion passed. 5-0-0

Mr. Klawes made a motion to adjourn the meeting at 8:24 pm.

Ms. Higham seconded the motion.

A roll call was taken.

Scott McDonald – Aye  
Maureen Higham – Aye  
Keith Klawes – Aye  
Jim Rodger – Aye  
Sandy McKenney – Aye

Motion passed. 5-0-0

TOWN OF ALLENSTOWN  
 BOARD OF SELECTMEN  
 PUBLIC MEETING MINUTES  
 DECEMBER 18, 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