

TOWN OF ALLENSTOWN
SELECTBOARD MEETING MINUTES
16 SCHOOL STREET
ALLENSTOWN, NH 03285
DECEMBER 4, 2023

CALL TO ORDER:

The Allenstown Selectboard meeting of December 4, 2023 was called to order by Vice Chair Klawes at 6:08 pm.

Vice Chair Klawes called for the Pledge of Allegiance.

ROLL CALL

PRESENT ON THE BOARD: Jim Rodger, Sandra McKenney, and Keith Klawes.

ABSENT: Chair Scott McDonald and Maureen Higham

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

OTHER: Ron Adinolfo, Nancy Beaulieu – EDC, Lisa Lemire – EDC, and Mike, Frascinella – EDC.

CITIZENS COMMENT:

Mike Frascinella stated that they have 6 people registered for the Christmas Lighting Contest. The EDC will be taking over the Town - Line Business Directory. He also said the bridge on route 28 is not open.

PUBLIC HEARING

Next Meeting December 18, 2023, Highway Block Grant Additional Funds

REGULAR AGENDA

• Town Clerk and Deputy Town Clerk Update

Diane Adinolfo said she got the estimate the Board asked for in regards to hiring Kathleen Pelissier as a consultant. She said they are looking at 2 hours per week for December and January which would be 16 hours at a rate of \$40 per hour, and then after the election, they will have to see what they will need for the tax deeds and tax liens.

Vice Chair Klawes made a motion to allow the Town Clerk/Tax Collector to contract with Kathleen Pelissier to consult for up to 16 hours to consult for the January 2024 primary election.

Ms. McKenney seconded the motion.

Roll Call

Keith Klawes - aye
Sandy McKenney – aye
Jim Rodgers – aye
Motion passed. 3-0

• **ARD School Deed Provisions**

Mr. Goodine stated that as discussed before, ARD is a problem because the deed has the right of first refusal and they do not want to sell it for \$1.00. They will need to have a warrant article to gift it. Legal Council said if they gift it there is no right of first refusal. They will need to sign an indemnification agreement. He asked for a vote to sign the indemnification agreement if the warrant article passes at Town Meeting. They are also reaching out to see if the Church does or does not have an interest in the property.

Vice Chair Klawes made a motion to confirm the Board’s agreement with the proposal that has been offered by the Allenstown School District about the ARD sale.
Sandy McKenney seconded the motion.

Roll call.

Keith Klawes - aye
Sandy McKenney – no
Jim Rodgers – aye
Motion passed. 2-1

• **Police Detail Scheduling Company Contract**

Chief Stark is looking for approval to work with a company called Extra Duty Solutions to handle all their details which will save a lot of administrative time. The fee for this will come out of his administrative line item.

Vice Chair Klawes made a motion for Police Chief Stark to sign the contract with Extra Duty Solutions for details.
Ms. McKenney seconded the motion.

Roll Call

Keith Klawes - aye
Sandy McKenney – aye
Jim Rodgers – aye
Motion passed. 3-0

• **Resignation and New Hire at Highway Department**

Chad Pelissier said we have the resignation from Justin Lacerte.

Vice Chair Klawes made a motion to accept the resignation of Justin Lacerte from the Highway Department.

Ms. McKenney seconded the motion.

Roll Call

Keith Klawes - aye

Sandy McKenney – aye

Jim Rodgers – aye

Motion passed. 3-0

• **CDL Grant for Highway**

There are grants that pay 100%. The issue is the schools for CDL. The closest is White Mountain Community College up near North Conway. He will reach out to Pembroke and see how I is working out doing it in house. The cost is \$300 per computer class and 40 hours of seat time.

• **Flag Pole Update**

Mr. Goodine stated the fiberglass poles can only fly 2 flags for the warranty to cover the pole. The three quotes he received were Carrot Top Industries \$3157.48, Flags Over America \$3053.00 and \$3724.00 was the third quote.

In the Town building and maintenance fund there is \$950.00 left for this year so there is not enough money for this flag pole to go in.

Mr. Klawes said he spoke to a few people to see if they could get it done in a weekend but it has not worked out so far.

He asked Chad if he had any guys that would want to work some overtime to get this done.

He thinks sandblasting would be quicker and neater. He will ask the guys if anyone is interested. Allan may be interested to do it on the side. He will reach out to him as well.

• **Hazard Mitigation Plan Grant Paperwork**

Mr. Goodine said he does not have it yet as he has some questions he needs to be answered.

• **Boat Launch Ordinance**

Mike Frascinella and the EDC led a discussion on the Boat Launch Ordinance and how it will work.

Chief Stark suggested an escalating fine for each offense. Lisa Lemire said they can bring this back to the committee.

It was decided they would go back to the EDC to restructure the fines and come back in two weeks. Brian Arsenault suggested adding the address to the boat launch to the ordinance.

Mr. Goodine stated he would need the ordinance soon as it must go on the ballot.

• **BOS and Budget Committee Meeting Reminder for December 9, 2023 at AES**

• **Trustees of the Trusts Paperwork**

Mr. Goodine said they do not have the paperwork.

- Houle Avenue – Tabled at Legal Office
- 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 Jeff Backman got back from vacation and he is going to take a stab at the drain at the community center to see what is going on with the floor. When they got into the perimeter drain with a camera, they saw gravel and rocks of significant size building up in that and they will dig it up and excavate it to see if the seal may have broken or crushed or if the heavy rain was the issue. He thanked the sewer dept for their help.

Brian Arsenault said he would recommend that when they open up and find the damaged pipe, that they can then camera the rest of the line at ground level or below ground level to see if there is any more damage.

ROAD AGENT REPORT

Mr. Pelissier said they would like to fix and update their confinement. They are looking to buy a couple secondary confinement bins at about \$1500 each. They would like to take the steel they have out back to the scrap yard and get a check to bring back to the Town and have the funds put into an account so they can use that to offset the cost of the confinement.

Mr. Goodine suggested creating a warrant article creating a transfer station revenue revolving account.

Mr. Klawes made a motion to allow Mr. Goodine to create a warrant article to create a transfer station revolving account to be run by Chad Pelissier for details.

Ms. McKenney seconded the motion.

Roll Call

Keith Klawes - aye
 Sandy McKenney – aye
 Jim Rodgers – aye
 Motion passed. 3-0

Chad said there is a question about how many trash barrels there can be per household. At this time, it is three, but he believes it was four in the past.

Because 4 units is considered commercial and as per the ordinance, we do not handle commercial.

OTHER BUSINESS

Vice Chair Klawes made a motion to appoint Mark Solimanto to the TriTown Board of Directors, term to expire June 1, 2025.

Ms. McKenney seconded the motion.

Roll Call

Keith Klawes - aye
Sandy McKenney – aye
Jim Rodgers – aye
Motion passed. 3-0

CONSENT CALENDAR, MINUTES AND MANIFESTS

• Ratify Consent Calendar: December 4, 2023

Ms. McKenney made a motion to ratify the consent calendar of December 4, 2023.
Mr. Rodgers seconded the motion.

Roll Call
Keith Klawes - aye
Sandy McKenney – aye
Jim Rodgers – aye
Motion passed. 3-0

• Review Minutes:

o Non-Public: November 6, 2023 - Sessions II and III and Non-Public: November 20, 2023 – Sessions I and II

Ms. McKenney made a motion to approve the non-public meeting minutes of November 6, 2023, sessions II and III and Non-Public: November 20, 2023 – Sessions I and II
Mr. Klawes seconded the motion.

Roll Call
Keith Klawes - aye
Sandy McKenney – aye
Jim Rodgers – aye
Motion passed. 3-0

o Public November 20, 2023

Ms. McKenney made a motion to approve the public meeting minutes of November 6, 2023.
Mr. Klawes seconded the motion.

Roll Call
Keith Klawes - aye
Sandy McKenney – aye
Jim Rodgers – aye
Motion passed. 3-0

• Approve Payroll and Accounts Payable Manifests:

- o ACH Manifest – 1110
- o Check Manifest – 1111

- o Non-Check (CC) Manifest – 1107, 1108, and 1109
- o Town P/R Manifest - November 16, 2023 and November 30, 2023

Ms. McKenney made a motion to approve payroll and accounts payable ACH Manifest 1110, the check manifest 1111, the non-check (cc) manifest 1107, 1108, and 1109, and the Town Payroll Manifests for November 16, 2023 and November 30, 2023.

Mr. Klawes seconded the motion.

Roll Call

Keith Klawes - aye
Sandy McKenney – aye
Jim Rodgers – aye
Motion passed. 3-0

NON-PUBLIC AGENDA ITEMS

Vice Chair Klawes made a motion to enter in to Non-Public Session at 8:08 pm in accordance with the provisions of RSA 91-A:3,II (a).

Ms. McKenney made a motion to seconded the motion.

Roll Call

Keith Klawes - aye
Sandy McKenney – aye
Jim Rodgers – aye
Motion passed. 3-0

Vice Chair Klawes made motion to exit Non-Public session at 8:30 pm.

Ms. McKenney seconded the motion.

Roll Call

Keith Klawes - aye
Sandy McKenney – aye
Jim Rodgers – aye
Motion passed. 3-0

Vice Chair Klawes made a motion to hire Tyler Bergeron for the Highway Department as a Grade 4 step 2. He will not receive a step increase in 2024 but will receive a COLA increase in 2024. He also moved to change Chase Ranfos from Grade 4 Step 4 to Grade 4 step 10 effective January 1, 2024, and moved to change Ryan Pelissier from Grade 8 step 5 to Grade 10 step 5 effective January 1, 2024.

Ms. McKenney seconded the motion.

Roll Call

Keith Klawes - aye
Sandy McKenney – aye
Jim Rodgers – aye
Motion passed. 3-0

Vice Chair Klawes made a motion to enter in to Non-Public Session at 8:34 pm in accordance with the provisions of RSA 91-A:3,II (c).

Ms. McKenney seconded the motion.

Roll Call

Keith Klawes - aye
Sandy McKenney – aye
Jim Rodgers – aye
Motion passed. 3-0

Vice Chair Klawes made motion to exit Non-Public session at 9:55 pm.
Ms. McKenney seconded the motion.

Roll Call

Keith Klawes - aye
Sandy McKenney – aye
Jim Rodgers – aye
Motion passed. 3-0

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

A roll call was taken.

Roll Call

Keith Klawes - aye
Sandy McKenney – aye
Jim Rodgers – aye
Motion passed. 3-0

Mr. Klawes made a motion to adjourn the meeting at 8:56 pm.
Ms. McKenney seconded the motion.

Roll Call

Keith Klawes - aye
Sandy McKenney – aye
Jim Rodgers – aye
Motion passed. 3-0

DRAFT

TOWN OF ALLENSTOWN
 BOARD OF SELECTMEN
 PUBLIC MEETING MINUTES
 DECEMBER 4, 2023

Signature Page

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