

TOWN OF ALLENSTOWN
SELECTBOARD MEETING MINUTES
16 SCHOOL STREET
ALLENSTOWN, NH 03285
FEBRUARY 26, 2024

CALL TO ORDER:

The Allenstown Selectboard meeting of February 26, 2024 was called to order by Chair Klawes at 6:00 pm.

Chair Klawes called for the Pledge of Allegiance and a moment of silence for Selectwoman Sandra McKenney who passed away last week.

ROLL CALL:

PRESENT ON THE BOARD: Scott McDonald, Jim Rodger, Maureen Higham, and Keith Klawes.

ALLENSTOWN STAFF: Town Administrator Derik Goodine, Fire Chief Lambert, Chad Pelissier, Road Agent, and Brian Arsenault Building and Code Enforcement Officer. Police Chief Mike Stark joined the meeting remotely at 6:23 pm.

OTHERS: Mike Frascinella, Rich Caruso, Trish Caruso, Ron Adinolfo, Louise Letendre, Robin McAfee, Laura Lambert, and Timothy Silvernale

CITIZENS COMMENTS

Mike Frascinella spoke about the 3-page spread in the Hooksett Bridge for the candidates. He would like the town to create a tribute to Sandy McKenney. He would like people to type up something and he would be the compiler of the information. Chair Klawes said Diane Adinolfo suggested planting a tree at the Old Allenstown Meeting House however the Board has not had a chance to discuss what they would like to do at this point.

Robin McAfee said the services are March 17 from 10:00 -12:00 and a reception at the Fire Station following the services.

Tim Silvernale of Houle Ave spoke regarding the issues with the pot holes etc. getting fixed as they had been in the past. He was told it is not a town road. He has some documents in regards to the town accepting the road.

Mr. Goodine explained that they have documents that went to the end of the street before the cul-de-sac.

Chair Klawes asked to leave them the documents or send them to Mr. Goodine to go through.

REGULAR AGENDA

- **Meet the Candidates Night** -Thursday, February 29, 2024 at 6:30PM at Community Center

- **Flag Pole Update**

The flag pole is up and flags are flying.

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

No date and location have been set at this time.

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

Discussed above.

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

- **Reminder of Town Election** – March 12, 2024, 8:00AM to 7:00PM, at St. John the Baptist Parish Hall

TOWN ADMINISTRATOR'S REPORT

The Town Clerk is at training today out of town. Tax notifications should be going out within a week.

Absentee ballots can be requested on line or in person. Information for the election and the budget can be found on the town website.

The Board of Selectmen have been invited by the School Board to attend a tour of the new building on March 11th.

There is an elderly application in the consent calendar to be signed.

A vote is needed for the PO for the grant for computer for the police cruisers.

Chair Klawes made a motion to accept PO # 2024-001PD for the grant for the computers for the police cruisers.

Ms. Higham seconded the motion.

A roll call was taken.

Keith Klawes – Aye

Maureen Higham – Aye

Scott McDonald – Aye

Jim Rodger – Aye

Motion passed. 4-0

Mr. Goodine stated Sandy McKenney's service will be held on March 17th. In lieu of flowers, donations can be made to the Boys and Girls Club of Allenstown.

ROAD AGENT REPORT

Chad Pelissier stated he would like to post the roads this week.

Chair Klawes made a motion to post roads until April 15th, 2024.

Scott McDonald seconded the motion.

A roll call was taken.
Keith Klawes – Aye
Maureen Higham – Aye
Scott McDonald – Aye
Jim Rodger – Aye
Motion passed. 4-0

Brian Arsenault has contacted 13 contractors to do the trusses. Two people have given them a quote. The first is from Abbey Run Construction out of Deerfield and the other is Mihachik Builders here in Allentown.

The paving bids are in. We received three bids. GMI and Advanced are very close in price and the other is over-priced. GMI would be 245 and Advance is 238.

Chair Klawes made a motion to allow Chad Pelissier, Road Agent to go ahead and award the contract with Advanced Paving to do the roads that were put out to bid.
Scott McDonald seconded the motion.

A roll call was taken.
Keith Klawes – Aye
Maureen Higham – Aye
Scott McDonald – Aye
Jim Rodger – Aye
Motion passed. 4-0

OTHER BUSINESS

Brian Arsenault suggested waiting until fall for the employee and volunteer appreciation lunch. Chair Klawes stated this is for 2023 and feels they need to hold it as soon as they can.

Chair Klawes asked where we stand with the audit. Mr. Goodine stated it is being worked on and it should be done in May.

Chair Klawes made a motion to move the March 11, 2024 Selectboard meeting start time to 6:30 pm so they can tour the school.
Scott McDonald seconded the motion.

A roll call was taken.
Keith Klawes – Aye
Maureen Higham – Aye
Scott McDonald – Aye
Jim Rodger – Aye
Motion passed. 4-0

CONSENT CALENDAR, MINUTES AND MANIFESTS

Ratify Consent Calendar: February 26, 2024

Ms. Higham made a motion to accept the ratified consent calendar of February 26, 2024.
Scott McDonald seconded the motion.

A roll call was taken.
Keith Klawes – Aye
Maureen Higham – Aye
Scott McDonald – Aye
Jim Rodger – Aye
Motion passed. 4-0

• **Review Minutes:**

o **Non-Public: December 18, 2023, Sessions I, II, and III; and January 8, 2024**

Ms. Higham made a motion to approve the Non-Public meeting minutes of December 18, 2023 sessions I, II and III and January 8, 2024.
Scott McDonald seconded the motion.

A roll call was taken.
Keith Klawes – Aye
Maureen Higham – Aye
Scott McDonald – Aye
Jim Rodger – Aye
Motion passed. 4-0

o **Public February 5, 2024**

Ms. Higham made a motion to approve the minutes of February 5, 2024.
Scott McDonald seconded the motion.

A roll call was taken.
Keith Klawes – Aye
Maureen Higham – Aye
Scott McDonald – Aye
Jim Rodger – Aye
Motion passed. 4-0

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

- o **ACH Manifest – 1003, 1108, 1112, and 1126;**
- o **Check Manifest – 1004, 1105, 1109, 1113, 1124, and 1127;**
- o **Non-Check (CC) Manifest – 1106, 1107, 1110, 1111, and 1125;**
- o **Town P/R Manifest – 02-11-24 and 02-22-24**

Ms. Higham made a motion to accept the ACH Manifest – 1003, 1108, 1112 and 1126, the Check Manifest 1004, 1105, 1109, 1113, 1124, and 1127, the Non-Check Manifest 1106, 1107, 1110, 1111 and 1125 and the Town Payroll Manifest for 02-11-24 and 02-22-2024.

Scott McDonald seconded the motion.

A roll call was taken.

Keith Klawes – Aye
Maureen Higham – Aye
Scott McDonald – Aye
Jim Rodger – Aye
Motion passed. 4-0

NON-PUBLIC AGENDA ITEMS

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

Chair Klawes made a motion to enter in to Non-Public Session in accordance with the provisions of RSA 91-A:3,II (c) at 6:50 pm.
Scott McDonald seconded the motion.

A roll call was taken.

Scott McDonald – Aye
Maureen Higham – Aye
Keith Klawes – Aye
Jim Rodger – Aye
Motion passed. 4-054

Chair Klawes made motion to exit Non-Public session at 7:54 pm.
Scott McDonald seconded the motion.

A roll call was taken.

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

Motion passed. 4-0

Chair Klawes made a motion the minutes of the Non-Public session be sealed as it would render a proposed action ineffective.
Ms. Higham seconded the motion.

A roll call was taken.

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

Motion passed. 4-0

Chair Klawes made a motion to adjourn the meeting at 7:58 pm.
Ms. Higham seconded the motion.

A roll call was taken.

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

Motion passed. 4-0

DRAFT

TOWN OF ALLENSTOWN
 BOARD OF SELECTMEN
 PUBLIC MEETING MINUTES
 FEBRUARY 26, 2024

Signature Page

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