

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

**CALL TO ORDER:**

The Allenstown Selectboard meeting of January 8, 2024 was called to order by Chair McDonald at 5:31 pm.

Chair McDonald called for the Pledge of Allegiance.

**ROLL CALL**

**PRESENT ON THE BOARD:** Scott McDonald, Jim Rodger, Sandra McKenney, Maureen Higham (arrived at 5:34 pm) and Keith Klawes.

**ALLENSTOWN STAFF:** Town Administrator Derik Goodine, Fire Chief Lambert, Chad Pelissier, Road Agent (arrived at 6:33 pm) Judy Silver, Veronica Anaya, Diane Adinolfo

**OTHER:** Michael Trainque – Consulting Engineer, Patrick McLee – Consulting Engineer, Russell McMahon – Allenstown Sewer Commission, Michael Frascinella – EDC, and Ron Adinolfo

**NON-PUBLIC AGENDA**

Chair McDonald made a motion to enter in to Non-Public Session at 5:33 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  
Keith Klawes – Aye  
Jim Rodger – Aye  
Sandy McKenney – Aye

Motion passed. 4-0-0

Chair McDonald made motion to exit Non-Public session at 6:15 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

**CITIZENS COMMENT:**

Mike Frascinella gave an update from EDC. Four bands have been hired for this summer’s concerts. He also spoke about the increase in the budget for this year.

**PUBLIC HEARINGS**

**Bond Article per RSA 33:8-a, regarding bonds or notes over \$100,000 –**

To see if the Town will vote to raise and appropriate the sum of \$11,500,000 (gross budget) for the purpose of financing the costs of engineering and construction of the New Clarifiers at the Allenstown Wastewater Treatment Facility and to authorize the issuance of not more than \$11,500,000 of bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA 33) and to authorize the Selectboard to apply for, obtain and accept federal, state or other aid, if any, which may be available for said project and to comply with all laws applicable to said project; to authorize the Selectboard to apply for a Clean Water State Revolving Fund (CWSRF) loan; a USDA/Rural Development Loan; and to authorize the Selectboard to issue, negotiate, sell and deliver said bonds and notes and to determine the rate of interest thereon and the maturity and other terms thereof; and to authorize the Selectboard to take any other action or to pass any other vote relative thereto. Without impairing the general obligation nature of the bonds or notes, it is intended that repayment of the bonds or notes, including any CWSRF loan or USDA/Rural Development loan, shall be paid by sewer funds. (3/5 ballot vote required).

Mr. Michael Trainque gave a presentation about the project for the Waste Water Treatment Facility.

This public hearing was closed at 6:54 pm.

The second public hearing was opened at 6:54 pm.

**RSA 31:95-b Section III - Acceptance of Unanticipated Funds More than \$10,000 –**  
Acceptance and authorized expenditures of \$18,718.18 from NHDOT One Time payment of Special One Time Bridge Proceeds in accordance with HB2 Payment for Maintenance, Construction and Reconstruction of Municipally Owned Bridges.

The public hearing was closed at 6:58 pm.

**REGULAR AGENDA**

**• Town Clerk Resignation**

Maureen Higham made a motion to accept the resignation of Brittney Littlefield as Town Clerk. 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

**• Chair and Vice Chair**

Chair McDonald stated he would be stepping down as Chair of the Board of Selectmen and would entertain nominations for Chair and Vice Chair.

Scott McDonald nominated Keith Klawes as Chair of the Board of Selectmen and Scott McDonald as the Vice Chair.  
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

**• Acceptance of One-Time NHDOT Bridge Funds**

Chair McDonald moved to accept the One-Time NHDOT Bridge Proceeds 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

• **Approval of Sewer Bond Article for Town Meeting**

Keith Klawes made a motion to accept the Sewer Bond Article for the Clarifiers to go to Town Meeting in the amount of \$11,500,000.00.  
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

• **New Hire for Police**

Keith Klawes made a motion to have Noah Hugo hired as a new police officer with a recommendation from Chief Stark.  
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

• **CNHRPC Letter of Agreement for Planning Services and MS4 Planning Assistance**

Keith Klawes made a motion to sign the Letter of Agreement for Planning Services.  
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

Keith Klawes made a motion to sign the letter for MS4 Planning Assistance Program agreement.  
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

**• Other Resignations and Hires**

Keith Klawes made a motion to accept the resignation of Louise LeTendre as custodian of the Town Hall.

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

**• Town Meeting Related Issues, if any**

Mr. Goodine asked the board if they wanted to talk about the warrant articles.

Keith Klawes asked to talk about it in non-public session.

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

**• Flag Pole Update**

Chad Pelissier stated there is no update at this time.

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

• **Next Meeting: Public Hearing pursuant to RSA 31:95-b Section III - Acceptance of Unanticipated Funds More than \$10,000 on NH Office of Highway MDT Grant Mobile Data Terminals (MDTs) for the cruisers. The total amount of the grant will be \$12,816.75 with a local match of \$4,272.25**

• **Reminder of Public Hearing on Budget – January 13, 2024, at 9:00AM, at Allenstown Elementary School**

• **Reminder of Primary Election – January 23, 2024, 7:00AM to 7:00PM, at St. John the Baptist Parish Hall**

### **TOWN ADMINISTRATOR’S REPORT**

Mr. Goodine gave his report. The only thing he had was whether, given Mike’s comments and what he thinks will happen with the budget committee, is with the budget of only necessary items and nothing glorified until they know the outcome of town meeting. He will send a memo out stating only the necessities are what they should be spending money on.

### **ROAD AGENT REPORT**

Chad Pelissier stated that as of Saturday, three out of their six trucks were broken so things were a little tough. He gave an update on the issues with the vehicles.

He also gave an update on any issues to the snow and rain storms.

They still have one opening and he will be doing an interview with the one application they received.

He stated they had made some progress on the rail trail but the snow may slow it down.

The trusses are being delivered soon.

### **OTHER BUSINESS**

Sandy McKenney asked how the town report is coming along. Mr. Goodine said he sent out a memo for everyone to start putting the information together.

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

• **Ratify Consent Calendar: January 8, 2024**

Ms. Higham made a motion to ratify the consent calendar of January 8, 2024.

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: December 18, 2023 Sessions I, II, and III.**

Not available

**o Public December 18, 2023**

Ms. Higham made a motion to approve the public minutes 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

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

o ACH Manifest – 1117;

o Check Manifest – 1118;

o Non-Check (CC) Manifest – 1115 and 1116;

o Town P/R Manifest – PR Manifest 12-28-2023

Ms. Higham made a motion to approve the ACH Manifest – 1117, the check manifest – 1118, the non-check manifest (CC) – 1115 and 1116 and the Town P/R Manifest of December 28 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 (c) 2 items

Chair McDonald made a motion to enter in to Non-Public Session in accordance with the provisions of RSA 91-A:3,II (c) 2 Items

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 9:11 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 do a warrant article to separate the Town Clerk/Tax Collector position and another warrant article to have the Treasurer become an appointed position and that they will write a letter from the Selectboard to our legislative body, Senator Pearl, Representative Turcotte, and McGuire to look for help to change the laws so that Town Clerk can be appointed as cities.

Ms. Higham seconded the motion.

A roll call was taken.

Scott McDonald – Aye



Maureen Higham - Aye  
Keith Klawes – Aye  
Jim Rodger – Aye  
Sandy McKenney – Undecided

Motion passed. 4-1-0

Mr. Klawes made a motion to adjourn the meeting at 9:13 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

DRAFT

TOWN OF ALLENSTOWN  
 BOARD OF SELECTMEN  
 PUBLIC MEETING MINUTES  
 JANUARY 8, 2024

**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