

TOWN OF ALLENSTOWN  
SELECTBOARD MEETING MINUTES  
16 SCHOOL STREET  
ALLENSTOWN, NH 03285  
MARCH 11, 2024

**CALL TO ORDER:**

The Allenstown Selectboard meeting of March 11, 2024 was called to order by Chair Klawes at 6:37 pm.

Chair Klawes called for the Pledge of Allegiance.

**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 Arsenaault Building and Code Enforcement Officer, and Sherry Miller Finance Director,

**OTHERS:** Ron Adinolfo, Laura Lambert, Timothy Silvernale, and Thomas Guillemette (remotely), Suzanne Lamontaine joined remotely at 6:47 pm. Mike Frascinella joined remotely at 7:10 pm.

**CITIZENS COMMENTS**

Ron Adinolfo spoke about a visit to Hillsborough that day. They spoke to the residents about EMS and voting for the following day. The residents are very engaged with the town. Ron and Diane Adinolfo along with Laura Lambert will be working with the residents to bring more information to them.

**REGULAR AGENDA**

**• Fire Department New Hires and Fire Chief Stuff**

Chief Lambert stated he is going to postpone the new hires discussion for two weeks. He also stated that they are going to have to wait until next year to apply for any grants for apparatus. A town the size of Allenstown has a cap on how much can be asked for. He said the grant writer they now have does a great job writing the grants and he is very impressed. He let the board know their ambulance will be pushed out until June 2025.

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

Chair Klawes said they only place he can find where they can use the kitchen is the American Legion in Epsom. They will waive the cleaning deposit and people can bring in their own beverages. We are looking to hold the party around April 13<sup>th</sup>. The cost will be \$300 and \$25 per stove that is used.

Maureen Higham made a motion to contract with the American Legion at Short Falls Rd.in Epsom hold the Employee and Volunteer Appreciation Party on April 13<sup>th</sup>, 2024 for \$500.

Jim Rodger seconded the motion.

A roll call was taken.

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

Scott McDonald made a motion to adjust the contract price with the American Legion up to \$525.00.

Maureen Higham seconded the motion.

A roll call was taken.

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

• **Storage Shed Trusses**

Chad Pelissier gave Mr. Goodine three quotes for the installation of the trusses and the wood and metal sheathing to finish the roof. He will see if he can take it out of the budget.

The three quotes were as follows:

Jay Wright Builders - \$19,000  
Abbey Run Construction - \$25,500  
Mihachik Builders - \$17,664

Mr. Pelissier is suggesting Mihachik Builders for \$17,664.00. He lives in town and has done other work for the town.

Chair Klawes made a motion to allow the Road Agent, Chad Pelissier, contract with Mihachik Builders for \$17,664.00 to finish the salt shed.

Maureen Higham seconded the motion.

A roll call was taken.

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

Motion passed 4-0

• **Mobile Home Removal**

Mr. Goodine said this had fallen through the cracks previously. A tree came down through the mobile home a few weeks ago. He showed the Board some pictures. He has put in an insurance claim and the fire department has put tape around it for safety.

The insurance should pay for the removal of it. He will talk to the mobile home guys who pull these out. He does not know the exact cost yet. They have to do a mitigation for asbestos as well. Brian Arsenault said it could cost up to \$10,000.

Maureen Higham made a motion to authorize Derik Goodine to file an insurance claim for 26 Hillside Drive.

Chair Klawes seconded the motion.

A roll call was taken.

Keith Klawes – Aye

Scott McDonald – Aye

Maureen Higham – Aye

Jim Rodger – Aye

Motion passed 4-0

• **Audit Engagement**

Scott McDonald made a motion to allow Derik Goodine to sign the tax collectors form MS61 tax collectors report for January 1, 2024 thru January 18, 2024.

Maureen Higham seconded the motion.

A roll call was taken.

Keith Klawes – Aye

Scott McDonald – Aye

Maureen Higham – Aye

Jim Rodger – Aye

Motion passed 4-0

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

• **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**

Mr. Goodine stated tax notifications went out. The new tax collector will be learning how to do the liens that will be done soon.

He has something to discuss in non-public tonight.

He stated that they did tour the school and there was an issue with a sidewalk up to the edge of the road that they are probably going to expand. Mr. Goodine showed the Board a picture showing that then need to try and get 20' of that area.

The assessors need an excavation permit signed and an Allenstown abatement denial request. Mr. Goodine gave an update on the Comcast channels.

### **ROAD AGENT REPORT**

Chad Pelissier said they walked the new school area with Advanced Paving as they would like to get it paved before the school opens. There has been some water over the road in that area as well.

The rail trail is being worked on and they are hoping to be done by the end of May.

Chad Pelissier said he has a couple guys in the highway department that worked with Sandy McKenney for years and they were wondering if they are taking one vehicle up to the funeral from the highway department.

The Board said that would not be a problem.

### **OTHER BUSINESS**

Sandy McKenney's wake is Sunday, March 17.

Chief Lambert said they are testing the generator at the new school. Some consideration should be given as to where the designated shelter is going to be located. This will need to be decided before the school opens.

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

#### **Ratify Consent Calendar: March 11, 2024**

Ms. Higham made a motion to accept the ratified consent calendar of March 11, 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:**

**Non-Public January 8, 2024 - Session at start of the Meeting, and January 22, 2024, Session I and II, and February 26, 2024 Session I and II, and January 26, 2024.**

Ms. Higham made a motion to approve the Non-Public meeting minutes of January 8, 2024 January 22, 2024 Session I and II and February 26, 2024 Session I and II, and January 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

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

o **ACH Manifest – 1115 and 1118;**

o **Check Manifest – 1116 and 1117;**

o **Non-Check (CC) Manifest – 1114;**

o **Town P/R Manifest – 03-07-24**

Ms. Higham made a motion to approve the accounts payable manifest 1115 and 1118, check manifest 1116 and 1117, non-check manifest 1114, and town payroll manifest for 03-07-24.

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), One Session.

Two Items

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 7:37 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 8:31 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 they may adversely affect someone not a member of this Board.

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 to adjourn the meeting at 8:32pm.

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

TOWN OF ALLENSTOWN  
 BOARD OF SELECTMEN  
 PUBLIC MEETING MINUTES  
 March 11, 2024

**Signature Page**

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