

TOWN OF ALLENSTOWN  
SELECTBOARD MEETING MINUTES  
16 SCHOOL STREET  
ALLENSTOWN, NH 03285  
MAY 6, 2024

**CALL TO ORDER:**

The Allenstown Selectboard meeting of May 6, 2024 was called to order by Scott McDonald at 6:08 pm.

Scott McDonald called for the Pledge of Allegiance.

**ROLL CALL:**

**PRESENT ON THE BOARD:** Scott McDonald, Maureen Higham, Kathleen Pelissier, Jim Rodger, and Patricia Caruso

**ALLENSTOWN STAFF:** Town Administrator Derik Goodine, Finance Director Sherry Miller, Fire Chief Eric Lambert, Veronica Anaya, Police Chief Mike Stark, and Road Agent Chad Pelissier.

**OTHERS:** Mike Frascinella, Laura Lambert, Diane Adinolfo, Karen Evans, and Matthew Conway

**CITIZEN'S COMMENTS:**

Mike Frascinella gave an update on upcoming EDC events. He also has been submitting things to the Hooksett Bridge.

Matthew Conway, a resident of Allenstown, spoke about a community cleanup day being held May 18 from 9:00 to 1:00. He would like as many people to come out and help as possible. His estimated budget is just under \$182 which covers the cost of safety vests, grabber hooks and some printed flyers to be hung up around town.

**NON-PUBLIC AGENDA ITEMS**

**Regular Agenda**

- **Chair and Vice-Chair and Committee Assignments**
- **Chair:**  
Maureen Higham nominated Scott McDonald for Chair of the Committee.  
Patricia Caruso seconded the motion.

Roll Call:

Scott McDonald - aye  
Maureen Higham - aye  
Jim Rodger - aye  
Kathleen Pelissier - aye

Patricia Caruso – aye  
Motion passed 5-0-0

- **Vice Chair:**

Kathleen Pelissier nominated Maureen Higham as Vice Chair of the Committee.  
Patricia Caruso seconded the motion.

Roll Call:

Scott McDonald - aye  
Maureen Higham - aye  
Jim Rodger - aye  
Kathleen Pelissier - aye  
Patricia Caruso – aye

Motion passed 5-0-0

- **Committee Assignments:**

Ms. Higham stated she has been on the Allenstown Old Meeting House committee since she started as a Selectperson and would like to continue.

Chair McDonald stated he would like to continue on the EDC.

Jim Rodger offered to be on the Budget Committee and Maureen Higham will be the alternate.

Trish Caruso asked if there was any interest in the Parks and Rec committee. They need people for that committee.

Chair McDonald made a motion to appoint Kathleen Pelissier to the Planning Board and Trish Caruso as the alternate to the Planning Board, Maureen Higham to the Allenstown Old Meeting House Committee, Jim Rodger to the Budget Committee and Maureen Higham as the alternate to the Budget Committee, and Scott McDonald to the EDC.  
Maureen Higham seconded the motion.

Roll Call:

Scott McDonald - aye  
Maureen Higham - aye  
Jim Rodger - aye  
Kathleen Pelissier - aye  
Patricia Caruso – aye

Motion passed 5-0-0

- **2024 First Half Tax Bill Commitment**

Mr. Goodine read the commitment letter.

Chair McDonald made a motion to accept the 2024 First Half Tax Bill Commitment Letter.  
Ms. Higham seconded the motion.

Roll Call:

Scott McDonald - aye

Maureen Higham - aye

Jim Rodger - aye

Kathleen Pelissier - aye

Patricia Caruso – aye

Motion passed 5-0-0

- **Various Personnel Related Matters and any new ones on the list**

Chair McDonald stated that he wanted to discuss the emails that Kathleen Pelissier and Trish Caruso have sent to Mr. Goodine, Ms. Miller and Ms. Anaya and asked if the Board was also going to receive said emails.

Ms. Pelissier asked what emails he is referring to.

Chair McDonald said he has received them.

Trish Caruso said they were told not to include the Board on emails because it is considered a quorum. She also said she likes to have information ahead of meetings so she has a better understanding.

Chair McDonald said he was not going to read all the emails but that the volume of the emails was large and although they may be valid, they can also be construed as possibly abusive and harassment.

Ms. Pelissier and Ms. Caruso disagreed with that comment.

Chair McDonald mentioned a specific email regarding the personnel change forms Chief Stark and Chief Lambert submit. Ms. Anaya said she has nothing to do with the forms filled out by the Chiefs.

Ms. Caruso said she fills the form the new employee signs should tell them what their position is, what benefits they are eligible for, if there is any kind of probationary period, and what the expectation is. Those are human resource best practices.

Ms. Anaya said it should be done in HR because it does not make sense for the Chiefs to do a form and then HR do another.

Ms. Caruso suggested they put on the agenda to discuss HR best practices.

Chair McDonald said the Town Clerk felt berated at the first meeting by Ms. Pelissier.

Ms. Pelissier was not berating, and he can listen to the recording if he feels it would be helpful.

Chair McDonald asked for an explanation of Ms. Pelissier's request to see card swipes, ring videos, computer log ins and key stroke trackers.

Ms. Pelissier asked Mr. Goodine to put up the email with the talking points regarding this request.

There was a discussion regarding for what the information would be used. Ms. Higham stated she feels there are department heads to run the departments and does not feel the Selectboard should not need to be involved with all the employees.

Chair McDonald stated Ms. Pelissier and Ms. Caruso are trying to micromanage the town.

Chair McDonald brought up Trish Caruso's suggestion of going to the NH Municipal Association for information on this subject. He stated that they will only answer general legal information.

Ms. Pelissier made a motion that the whole Board should be able to access the key swipe data, remote computer usage data, and the time cards.

Ms. Caruso seconded the motion.

Roll Call:

Scott McDonald - nay

Maureen Higham - nay

Jim Rodger - aye

Kathleen Pelissier - aye

Patricia Caruso – aye

Motion passed 3-0-2

- **Ethics Policy**

Mr. Goodine said the ethics policy is built into the personnel policy and also whether we have an ethics policy or not we are bound by the oaths that this Board takes and everything else which all borders on ethics and the biggest problem we have right now with the ethics policy is that it talks of having an ethics policy board made up of at large citizens or members of other boards that would hear if there is a question about if there is an ethical issue and they would provide a decision or recommendation that the Board could take on whether or not the particular official should step down from the matter. This is found in section 1.6.

Ms. Pelissier said she agrees with some of the wording regarding the clause "we stress that it would be a person acting in a judicial manner on something that they were a part of."

She agrees there are things they each may not be able to vote on if it involves themselves, but the way it is written suggests that a person who had a prior affiliation of any sort should not be involved in any type of business. She disagrees with that and would like to see that cleared up.

Ms. Caruso said if they can get a committee together that would be fine. Anyone taking that oath should read the RSA to see how it is used to govern.

Chair McDonald said he feels a committee may be helpful.

Ms. Pelissier said she would be fine with nixing the committee, but would like that paragraph rewritten to be clear that it is acting in a judicial capacity.

Ms. Higham said she will look at it as a whole but is not willing to trim out a paragraph.

Ms. Pelissier said they could all look at it and mark down what they do not agree with or what is not written well and discuss at the next meeting.

- **TTEMS Division of Assets Authorization**

Chief Lambert gave an update on the Division of Assets. On July 1<sup>st</sup> they will be going to take possession of the assets that belong to the Town of Allenstown. They will go through an extensive list. He would like the Board to verify that he still has the authority to sign for it.

Chair McDonald made a motion that the Fire Chief be allowed to sign off on a final division of assets with Tri Town EMS on July , 2024.

Ms. Higham seconded the motion.

Roll Call:

Scott McDonald - aye

Maureen Higham - aye

Jim Rodger - aye

Kathleen Pelissier - aye

Patricia Caruso – aye

Motion passed 5-0-0

- **Ambulance Update**

Dodge has stopped allocating chasses. They cannot find a chase at this time that fits the specs. He called the leasing company and asked if it must be a dodge.

The answer was no. Once they find one, they will have to change the spec sheet and sign off and initial it. He asked if it breaks the contract and the answer was no.

They found a Ford two days later and he gave authorization to take possession of it. He hopes to hear back tomorrow.

- **Personnel Policy Changes**

Chief Lambert said he went through it extensively to cover the town as they go through the process. He took language that suited us and covers us when it comes to overtime and people doing swaps. He talked to Sherry about changing to PTO time instead of 40 hours of vacation because they do not take 40 hours as they work 24-hour shifts.

He said the only thing he sees that needs to be taken out is the mandated stuff and he can do that himself. Basically, it is just how they are going to fill overtime, who is going to be mandated first if they have mandatory overtime, and what the per diem people are going to be allowed to do and not do.

Chief Lambert and the Board went over the personnel policies and cleared up any questions. It needs to be in place by May 20, 2024.

- **PSNH Abatement Case Mediation**

Mr. Goodine said that many towns in the area have been fighting the Public Service of NH about their valuation. Every time they get a valuation, they expect them to appeal it so then there are court cases. If you look at the upcoming mediation schedule on May 22 from 8-5. The TA and one Selectmen need to be at the mediation. He is looking for someone to volunteer to go as well. It covers 2017 through 2022. Jim Rodger agreed to attend with Mr. Goodine.

- **ARD and AES Update and related matters**

Mr. Goodine said he and Chair McDonald met with AES about the 4 classrooms for PreK and that we need to separate that section off. The town will only provide heat and light and custodial and everything else is on them. They will give us \$30,000, and they will have that wing with a separate doorway put in.

Mr. Goodine explained that we are going to take ownership in the next month or two and they need to get in there in July. We will need to sign a lease agreement.

Ms. Pelissier asked why it is moving so quickly. She wants to make sure we are doing the proper planning and research on this and not just jumping in to this. Mr. Goodine explained they are planning to be in there this fall. It has been part of the plan all along for that section to be 4 classrooms for PreK.

Ms. Caruso said there should be a master plan put in place before ad hoc things are approved.

Mr. Goodine stated the master plan is that anything in the straightaway part upstairs and downstairs is for the Town, anything beyond that threshold down that hallway is going to be PreK in 4 classrooms.

Ms. Pelissier asked what the tax implication 3-4 years from now.

Mr. Goodine said per the contract, they will be responsible for that section.

What ever needs to be done to the bathrooms to make the ADA compliant, the emergency shelter things that will need to be done in the gymnasium. We will be adding metal doors so people cannot look in to that section. They get the space as is. The town will insure the total building and the school will have additional insurance listing us as well.

Ms. Caruso wants the board to vote on a master plan to protect all parties from liability etc. She would like to put out an RFP to get architects in to look at the school.

Mr. Goodine said they will have someone come in but there would not be an RFP.

Mr. Goodine said in regards to ARD, he has a legal letter from the lawyers that he would like to send over to the superintendent in regards to the field. He has also recommended that the school and the town go visit the archdiocese so they understand what is going on here. They do have a right of first refusal and the town does not have millions of dollars nor would they encourage them to put in any housing etc. The building was the problem with putting in the new school.

They would like to get the field for recreational use and maintain some kind of easement for the parking. The church has not said they would willingly wave their right of first refusal.

The proposal they mentioned was to make it a senior center and senior housing, The town would like to buy it for a dollar and put it up for sale and a private developer would buy it and put something in there. We have retained our right to fight that it could be a gift to us. If we sell it, the tax payers get that money. If the school sells it, the funds go back to the Department of Education.

Mr. Goodine said first he wants to share the letter with the school department because ideally, they are working on the same solution for the town to get it and second, he would like to have a sit down with the school department and themselves so they can just have a discussion. June 30<sup>th</sup> is the cutoff and the date the school will get rid of the building.

Ms. Pelissier made a motion to approve the letter being shared with the school department and seeking out a meeting with them with legal representation.

Ms. Caruso seconded the motion.

Roll Call:

Scott McDonald - aye

Maureen Higham - aye

Jim Rodger - aye

Kathleen Pelissier - aye

Patricia Caruso – aye

Motion passed 5-0-0

### **Houle Avenue Update**

Mr. Goodine said he has an easement he needs to send out a letter to the five people down there asking them to sign the letter, notarized to give them an easement for snow plow turnaround on Houle Ave and that will get that one on its way. Once that is done, we can get a school drainage easement to drain the water from around the school.

- **Kettle Rock Road Update**

Mr. Goodine stated they are working on this and it has moved to the top of the list. He hopes to have something by the next meeting.

### **TOWN ADMINISTRATOR'S REPORT**

Mr. Goodine stated that the Suncook Little League is having their opening day on Saturday May 11<sup>th</sup> from 12:30 to 4:00.

Route 3 paving has started.

The Grand Opening Celebration for the Hooksett Riverwalk is May 16 from 4:00 – 5:30. They would love to have the Selectboard join in if possible.

The completion of the audit for 2022 will be complete on June 17<sup>th</sup> and 2023 audit will take place in October and will be scheduling some work days in September.

The Hillside RFP is almost ready to go.

Mr. Goodine gave an update on the website. He has figured out Verbal 10. There are little modules that connect things and services they have once we get to that point. We will not have it until the fall. He went in two weeks ago and spent many hours finding all the broken links that led to know where and he cleaned off some of the essential sites.

He will be out this Thursday.

### **ROAD AGENT REPORT**

Chad Pelissier said he ordered Matt a couple boxes of bags for the Clean Up day. They have started mowing around town if the rain holds off. The sweeper was in town last Thursday. Catch basins started today.

The big thing this year being pushed is the testing. Everything that the sweep and pull out of catch basins need to be tested. It is unclear for what it should be tested. They are looking for some guidance. Pembroke has started testing. If it tests clean, it can be used anywhere; if it tests dirty it can be used only on roadside or they can have it cleaned; if it tests too dirty it is hazarded waste.

Ms. Caruso asked what the impact to the budget for their department might be.

Mr. Pelissier said he has no idea.



There was a little issue with the excavator. They are still waiting for the sewer department to finish before they can finish Letendre. The school department asked them not to pave until school is out for the summer. They are hoping to get the rail trail finished.

### **OTHER BUSINESS**

Ms. Caruso asked if it would help Chad if he was put on the agenda before the Town Administrator. Mr. Pelissier said he is there anyway so it does not matter.

Ms. Pelissier said that Eleanor Bouffard asked her about the supervisor computer. They are looking to get one. Mr. Goodine said he has one but needs to check the specs on it again first. Ms. Pelissier said they need time to download the new software and get trained on it. Mr. Goodine will find out the specs needed.

Ms. Pelissier also stated that she had asked about the remote monitoring and the remote work and CCS said they have nothing set up. She asked if they could email some pricing or if someone could attend their next meeting. Mr. Goodine will look into it.

Ms. Caruso asked if Mr. Goodine had received any info on the opioid funding that comes from the feds? Mr. Goodine said he did not. Ms. Caruso said the funds are now available.

Ms. Caruso said she is busy on the weekends and does not have time to look at the agenda. She asked if they can get it by Friday. Mr. Goodine said he does that on Saturday. He said he will try to get it done by Friday.

Diane Adinolfo said she was disappointed to see how light the attendance at the volunteer/employee luncheon was. Last year was well attended. Chair McDonald said he believes there were 40 in attendance. Maybe they should check with their boards to see if they should consider not continuing with the luncheon.

The other thing she stated is that they need to get to some reasonable conclusion in regards to the personnel policy issues. She thinks they will use employees if they do not come to a resolution soon. She asked what is the problem statement? What is the problem they are trying to solve? There seems to be a difference of opinion on what the problem is. Maybe they need to bring in a mediator.

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

- **Ratify Consent Calendar:** May 6, 2024  
Ms. Higham made a motion to approve the ratified consent calendar of May 6, 2024.  
Ms. Caruso seconded the motion.

Roll Call:

Scott McDonald - aye  
Maureen Higham - aye  
Jim Rodger - aye  
Kathleen Pelissier - aye  
Patricia Caruso – aye

Motion passed 5-0-0

- **Approve Payroll and Accounts Payable Manifests:**
  - **2024 ACH Manifest – 1146 and 1149;**
  - **2024 Check Manifest – 1147;**
  - **2024 Non-Check (CC) Manifest – 1144, 1145, and 1148;**
  - **Town P/R Manifest – 04-18-24 and 05-02-24**

Ms. Higham made a motion to approve the 2024 ACH Manifest – 1146 and 1149, 2024 Check Manifest – 1147, 2024 Non-Check (CC) Manifest – 1144, 1145 and 1148, and Town P/R Manifest – 4/18/24 and 5/2/24.

Ms. Caruso seconded the motion.

Roll Call:

Scott McDonald - aye  
Maureen Higham - aye  
Jim Rodger - aye  
Kathleen Pelissier - aye  
Patricia Caruso – aye

Motion passed 5-0-0

The Board stated that going forward, all changes to previously submitted minutes will be stated at the next meeting for the minute taker to then correct the minutes and resubmit them to the Board.

- **Review Minutes:**
  - **Non-Public April 22, 2024 Session One and April 22, 2024 Session 2**

Ms. Higham made a motion to approve the non-public minutes of April 22 2024 Session one and April 22, 2024 session 2.

Ms. Caruso seconded the motion.

Roll Call:

Scott McDonald - aye  
Maureen Higham - aye  
Jim Rodger - aye  
Kathleen Pelissier - aye

Patricia Caruso – aye

Motion passed 5-0-0

- **Public April 8, 2024, April 22, 2024, and April 30, 2024**  
Not available.

Ms. Pelissier made a motion to adjourn the meeting at 9:30 pm.

Ms. Higham seconded the motion.

Roll Call:

Scott McDonald - aye

Maureen Higham - aye

Jim Rodger - aye

Kathleen Pelissier - aye

Patricia Caruso – aye

Motion passed 5-0-0

DRAFT

TOWN OF ALLENSTOWN  
 BOARD OF SELECTMEN  
 PUBLIC MEETING MINUTES  
 MAY 6, 2024

**Signature Page**

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