

TOWN OF ALLENSTOWN  
SELECTBOARD MEETING MINUTES  
16 SCHOOL STREET  
ALLENSTOWN, NH 03285  
NOVEMBER 20, 2023

**CALL TO ORDER:**

The Allenstown Selectboard meeting of November 20, 2023 was called to order by Chair McDonald at 6:03 pm.

Chair McDonald called for the Pledge of Allegiance.

**ROLL CALL**

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

**ALLENSTOWN STAFF:** Town Administrator Derik Goodine, Brian Arsenault, Building Inspector and Code Enforcement Officer (Remote), Fire Chief Lambert, Diane Adinolfo, Sherry Miller, Brittany Littlefield, Chad Pelissier, Road Agent joined at 6:13 pm.

**OTHER:** Ron Adinolfo and Brenda Brown

**CITIZENS COMMENT:**

Brenda Brown asked where the flag pole is that was in front of the building.

Chair McDonald explained that it is being worked on the pole. Ms. Brown suggested putting money into buying a new pole.

Mr. Goodine will find someone to fix the flag pole.

Mr. Klawes made a motion to authorize the Town Administrator to purchase a new flag pole for the front of Town Hall not to exceed \$1000 to replace the steel pole that is falling apart that has been sitting in the basement for six months.

Ms. McKenney seconded the motion.

A roll call was taken.

Scott McDonald, Aye

Sandy McKenney, Aye

Jim Rodger, Aye

Maureen Higham, Aye

Keith Klawes, Aye

The motion passed. 5-0-0

Ms. Brown asked what will happen with the building once ADS moves.

Mr. Goodine said he does not know what is going to happen at this time.

Ron Adinolfo gave an update of the Trustees of the Trust Funds accounts that have been moved over.

## **PUBLIC HEARING**

None

## **REGULAR AGENDA**

### **• Town Clerk and Deputy Town Clerk Update**

Brittany came to the Board to ask permission for Kathleen Pelissier to help a couple hours a week. They would use the funds in the account for training.

Mr. Goodine said there is no balance in the account but they can take it out of the Town Clerk salary line.

Mr. Klawes asked what it will cost.

Diane spoke to Kathleen about helping an hour or two per week. She would be willing to do it for \$40 per hour.

Mr. Klawes said there are a few things being discussed and he is not ready to vote on this now. He has a lot of questions that he feels the Board should discuss this in more detail.

Mr. Goodine supports them hiring Kathleen Pelissier as a consultant.

Mr. Klawes suggested asking K. Pelissier how much time she feels is needed to get through the January election and the March election.

Brittany and Diane agreed to get more information and come back to the board.

### **• Acceptance of Police Officer Resignation**

Chair McDonald made a motion to accept the resignation of Lucas Beteau.

Mr. Klawes seconded the motion.

A roll call was taken.

Scott McDonald, Aye

Sandy McKenney, Aye

Jim Rodger, Aye

Maureen Higham, Aye

Keith Klawes, Aye

The motion passed. 5-0-0

### **• CDL Grant for Highway**

Tabled until the next meeting.

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

The breakfast begins at 9:00 thru 9:45 and the meeting will start at 10:00.

The location is AES.

### **• Change of Location for Deliberative Session February 3, 2024**

The location will be ARD.

### **• Fire Department New Hire**

Chief Lambert would like to have Laurel Lambert appointed as support services. She has been helping quite a bit but is limited because she is not a town employee. He is waiting on her physical results.

Mr. Goodine stated they would need to look at the personnel policy in regards to hiring a family member. A waiver by the Board we be needed for policy against nepotism section 5.12

Chair McDonald made a motion that Chief Lambert be allowed to hire Laurel Lambert in a support staff position and that the board grant through the personnel policy section 5.12 that they waive the nepotism clause and the Chief will assure the Board that Laurel Lambert will be supervised by Deputy Paquette.

Mr. Klawes seconded the motion.

A roll call was taken.

Scott McDonald, Aye

Sandy McKenney, Aye

Jim Rodger, Aye

Maureen Higham, Aye

Keith Klawes, Aye

The motion passed. 5-0-0

• **Letter of Support Capital Area Mutual Aid Appropriation Request 2024 for AFD**

Chief Lambert said they are looking to apply to the federal government to rebuild the infrastructure of the dispatch system.

Mr. Klawes made a motion to authorize Mr. Goodine to sign the letter on behalf of the Board of Selectmen.

Ms. Higham seconded the motion.

A roll call was taken.

Scott McDonald, Aye

Sandy McKenney, Aye

Jim Rodger, Aye

Maureen Higham, Aye

Keith Klawes, Aye

The motion passed. 5-0-0

• **ARD School Deed Provisions**

Mr. Goodine stated that the Superintendent get a warrant article for the town on their school warrant for the ARD that if they sell it to the Town for one dollar, it is the opinion of legal counsel that it will trigger a right of first refusal for the Church whether they want it or not so he has passed this on to the Superintendent to change the article to “gift it” to the Town of Allenstown rather than selling it to us for one dollar.

• **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 said he needs to talk to Armend but they may need the flag poles to be 13' so the flags do not hit the ground.

Xfinity/Comcast will have increases in services and fees starting on December 20, 2023.

Mr. Goodine read a report from the docket in regards to the school funding system based on a ruling regarding ConVal.

The Hynes case will be closed out.

At the next meeting we will have a public hearing on acceptance of extra highway block grant funds in the amount of \$26,878.03. Chad wants to encumber those funds for paving in the new year.

**ROAD AGENT REPORT**

Chad Pelissier stated that they received utility poles and cross ties that have been put up for the salt shed and they are ready to order trusses. He got two prices and is waiting on a third.

Lavalley came in as the cheapest so far at \$6738.65 for the trusses. He is looking for an ok for that amount and if the third quote comes in cheaper, he will go with them.

Mr. Klawes suggested voting on the cost of the trusses and the roof so if he has an opportunity to get the roofing he can.

Chad said he can wait the two weeks until the next meeting.

Mr. Klawes made a motion to allow the road agent to reach out and get trusses for up to \$6738.65.

Ms. McKenney seconded the motion.

A roll call was taken.

Scott McDonald, Aye

Sandy McKenney, Aye

Jim Rodger, Aye

Maureen Higham, Aye

Keith Klawes, Aye

The motion passed. 5-0-0

They are going to look at temperatures for next week and try to rap up some of the paving.

**OTHER BUSINESS**

Mr. Goodine said he has payroll change forms for Brittany Littlefield to move her from \$24 per hour to \$25.31, Diane Adinolfo from \$20 to \$16, and for Ron Adinolfo as assistant town clerk and assistant tax collector at a rate of \$16 per hour with an appointment as well.

Mr. Klawes made the motion to make the payroll changes as specified.

Ms. Higham seconded the motion.

A roll call was taken.

Scott McDonald, Aye  
Sandy McKenney, Aye  
Jim Rodger, Aye  
Maureen Higham, Aye  
Keith Klawes, Aye  
The motion passed. 5-0-0

Ms. McKenney told the Board that the budget committee suggested forming a committee and doing a wage study.

There was a discussion regarding a wage study. Ms. McKenney said it is ok to do the study if as they adhere to the results of the study.

Mr. Klawes said due to discussions on many factors that come into play, we cannot just adhere to the results of the study.

Brian Arsenault suggested looking at studies that other local towns have already done.

Chair McDonald does not feel the 6% COLA that they voted for will not get through the budget committee.

Ron Adinolfo said if the town does not keep up with the COLA, then we are behind other communities.

Mr. Klawes asked the Board if the town needs to hire a maintenance person to take care of the buildings to do the work instead of contract services. This would not be a cleaning person but specifically a maintenance person.

Ms. McKenney said she has been working on the appointment list. There are some that she does not have an appointment sheet on and will get one to those who need it.

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

### **• Ratify Consent Calendar: November 20, 2023**

Ms. Higham made a motion to ratify the consent calendar of November 20, 2023.

Mr. Klawes seconded the motion.

A roll call was taken.

Scott McDonald, Aye  
Sandy McKenney, Aye  
Jim Rodger, Aye  
Maureen Higham, Aye  
Keith Klawes, Aye  
The motion passed. 5-0-0

### **• Review Minutes:**

#### **o Non-Public: November 6, 2023 - Sessions I**

Ms. Higham made a motion to approve the non-public meeting minutes of November 6, 2023, sessions I.

Mr. Klawes seconded the motion.

A roll call was taken.

Scott McDonald, Aye  
Sandy McKenney, Aye  
Jim Rodger, Aye  
Maureen Higham, Aye  
Keith Klawes, Aye  
The motion passed. 5-0-0

**o Public November 6, 2023**

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

A roll call was taken.  
Scott McDonald, Aye  
Sandy McKenney, Aye  
Jim Rodger, Aye  
Maureen Higham, Aye  
Keith Klawes, Aye  
The motion passed. 5-0-0

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

- o ACH Manifest – 1102 and 1106;
- o Check Manifest – 1100 and 1103;
- o Non-Check (CC) Manifest – 1101, 1104, and 1105
- o Town P/R Manifest - November 16, 2023

Ms. Higham made a motion to approve payroll and accounts payable ACH Manifest 1102 and 1106, the check manifest 1100 and 1103, the non-check (cc) manifest 1101, 1104, and 1105.  
Mr. Klawes seconded the motion.

A roll call was taken.  
Scott McDonald, Aye  
Sandy McKenney, Aye  
Jim Rodger, Aye  
Maureen Higham, Aye  
Keith Klawes, Aye  
The motion passed. 5-0-0

**NON-PUBLIC AGENDA ITEMS**

Chair McDonald made a motion to enter in to Non-Public Session at 8:48 pm in accordance with the provisions of RSA 91-A:3,II (b).

Mr. Klawes seconded the motion.

A roll call was taken.

Scott McDonald, Aye  
Sandy McKenney, Aye  
Jim Rodger, Aye  
Maureen Higham, Aye  
Keith Klawes, Aye

The motion passed. 5-0

Scott McDonald made motion to exit Non-Public session at 9:07 pm.  
Keith Klawes seconded the motion.

A roll call was taken.

Scott McDonald, Aye  
Sandy McKenney, Aye  
Jim Rodger, Aye  
Maureen Higham, Aye  
Keith Klawes, Aye

The motion passed. 5-0

Scott McDonald made a motion at 9:07 pm the minutes of the Non-Public session be sealed as they may adversely affect someone not on this board.  
Keith Klawes seconded the motion.

A roll call was taken.

Scott McDonald, Aye  
Sandy McKenney, Aye  
Jim Rodger, Aye  
Maureen Higham, Aye  
Keith Klawes, Aye

The motion passed. 5-0

Chair McDonald made a motion to enter in to Non-Public Session at 9:08 pm in accordance with the provisions of RSA 91-A:3,II (a).

Mr. Klawes seconded the motion.

A roll call was taken.

Scott McDonald, Aye  
Sandy McKenney, Aye  
Jim Rodger, Aye  
Maureen Higham, Aye

Keith Klawes, Aye

The motion passed. 5-0

Scott McDonald made motion to exit Non-Public session at 9:47 pm.  
Keith Klawes seconded the motion.

A roll call was taken.

Scott McDonald, Aye  
Sandy McKenney, Aye  
Jim Rodger, Aye  
Maureen Higham, Aye  
Keith Klawes, Aye

The motion passed. 5-0

Scott McDonald made a motion at 9:47 pm the minutes of the Non-Public session be sealed as they may adversely affect someone not on this board.  
Keith Klawes seconded the motion.

A roll call was taken.

Scott McDonald, Aye  
Sandy McKenney, Aye  
Jim Rodger, Aye  
Maureen Higham, Aye  
Keith Klawes, Aye

The motion passed. 5-0

Chair McDonald made a motion to enter in to Non-Public Session at 9:49 pm in accordance with the provisions of RSA 91-A:3,II (c).

Mr. Klawes seconded the motion.

A roll call was taken.

Scott McDonald, Aye  
Sandy McKenney, Aye  
Jim Rodger, Aye  
Maureen Higham, Aye  
Keith Klawes, Aye

The motion passed. 5-0



Scott McDonald made motion to exit Non-Public session at 9:59pm.  
Keith Klawes seconded the motion.

A roll call was taken.

Scott McDonald, Aye  
Sandy McKenney, Aye  
Jim Rodger, Aye  
Maureen Higham, Aye  
Keith Klawes, Aye

The motion passed. 5-0

Scott McDonald made a motion to that the minutes of the Non-Public session be sealed as they may adversely affect someone not on this board.  
Keith Klawes seconded the motion.

A roll call was taken.

Scott McDonald, Aye  
Sandy McKenney, Aye  
Jim Rodger, Aye  
Maureen Higham, Aye  
Keith Klawes, Aye

The motion passed. 5-0

Mr. Klawes made a motion to adjourn the meeting.  
Ms. Higham seconded the motion.

A roll call was taken.

Scott McDonald, Aye  
Sandy McKenney, Aye  
Jim Rodger, Aye  
Maureen Higham, Aye  
Keith Klawes, Aye

The motion passed. 5-0

TOWN OF ALLENTOWN  
BOARD OF SELECTMEN  
PUBLIC MEETING MINUTES  
NOVEMBER 20, 2023

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**Signature Page**

<b>Original Approval:</b>		
SCOTT MCDONALD, Chair	DATE	
MAUREEN HIGHAM, Member	DATE	
SANDRA MCKENNEY, Member	DATE	
KEITH KLAUES, 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 KLAUES, Member	DATE
	JIM RODGER, Member	DATE