

TOWN OF ALLENSTOWN  
SELECTBOARD MEETING MINUTES  
16 SCHOOL STREET  
ALLENSTOWN, NH 03285  
FEBRUARY 5, 2024

**CALL TO ORDER:**

The Allenstown Selectboard meeting of February 5, 2024 was called to order by Chair Klawes at 6:00 pm.

Chair Klawes called for the Pledge of Allegiance.

**ROLL CALL**

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

**ALLENSTOWN STAFF:** Town Administrator Derik Goodine (Remote), Sherry Miller, Jaqueline Tate, Fire Chief Lambert (6:05), Chad Pelissier, Road Agent Judy Silver, Diane Adinolfo (Remote), Brian Arsenault Building and Code Enforcement Officer (Remote) and Chief Michael Stark (Remote at 6:30).

**OTHERS:** Mike O'Meara, Steve Patrick, and Mike Frascinella

**CITIZENS COMMENTS:**

Steve Patrick stated he is very concerned with the lack of staffing for registrations, etc. He felt it was surprising that everyone involved suddenly had a change of plans.

Chair Klawes explained that is a personnel issue which are normally not discussed in a public setting. He gave a brief explanation of the situation.

**REGULAR AGENDA**

**• Town Clerk Appointment and Updates**

Chair Klawes stated he received a letter of resignation from Christine Solans who was recently hired as the Town Clerk/Tax Collector.

Chair Klawes made a motion to accept the resignation of Christine Solans as Town Clerk/Tax Collector.

Sandy McKenney seconded the motion.

Roll call was taken.

Keith Klawes – Aye

Scott McDonald – Aye

Sandy McKenney – Aye

Maureen Higham – Aye

Jim Rodger – Aye

Motion passed. 5-0-0

Chair Klawes made a motion to appoint Jaqueline Tate as Town Clerk/Tax Collector effective February 5, 2024. The term shall expire upon the election of Town Clerk/Tax Collector 2024 Allenstown Municipal Election March 20, 2024.

Maureen Higham seconded the motion.

Roll call was taken.

Keith Klawes – Aye

Scott McDonald – Aye

Sandy McKenney – Aye

Maureen Higham – Aye

Jim Rodger – Aye

Motion passed. 5-0-0

Jaqueline Tate was sworn in by Sherry Miller.

Chair Klawes made a motion to change her rate of pay to \$2192.00 biweekly. If she is not elected as Town Clerk her rate will go back to \$20.15 per hour.

Scott McDonald seconded the motion.

Roll call was taken.

Keith Klawes – Aye

Scott McDonald – Aye

Sandy McKenney – Aye

Maureen Higham – Aye

Jim Rodger – Aye

Motion passed. 5-0-0

• **Town Meeting Edits from Deliberative**

Article 12 was changed at the Deliberative to read as follows:

“Shall we express our advisory view that the position of combined Town Clerk/Tax Collector remain a combined position as approved by the voters in the 2016 Municipal Election”.

Chair Klawes made a motion to recommend that the Board does not agree with the changes to Article 12.

Maureen Higham seconded the motion.

Roll call was taken.

Keith Klawes – Aye

Scott McDonald – Aye

Sandy McKenney – No

Maureen Higham – Aye

Jim Rodger – Aye

Motion passed. 4-0-1

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

Chair Klawes stated they are still working on this. They do not have any decisions currently.

- **Meet the Candidate Night**

Chair Klawes stated they are unsure how they will go about organizing this. They will reach out to the Moderator to see if she is interested in putting this on. Diane Adinolfo said she had spoken to Judy Siler and discussed this and will reach out to her again.

- **Fire Department Live In/Interns**

Chief Lambert stated they had been contacted by Laconia Fire as we were still listed as a live in Intern facility and that they had expressed an interest in starting up again. Laconia has a potential candidate that can start in late August. The student would live at the fire station and in turn they help them out by covering the town for a certain number of hours. Once they are EMTs and become certified through the 2–3-year program, they give back to the community. The Chief is looking to start the program up again.

- **Request to Apply for American Fire Act Grant, Leary Foundation Grant, and Vent/Monitor Grant**

Chief Lambert stated they have some grants that they want to apply for and they have a staff person who has experience in grant writing and is hoping to put in for some of the grants.

Scott McDonald made a motion to allow Chief Lambert to apply for the American Fire Act Grant, the Leary Foundation Grant, and the Vent/Monitor Grant.

Sandy McKenney seconded the motion.

Roll call was taken.

Keith Klawes – Aye

Scott McDonald – Aye

Sandy McKenney – Aye

Maureen Higham – Aye

Jim Rodger – Aye

Motion passed. 5-0-0

- **Flag Pole Update**

- **Rail Trail Hooksett**

- **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 that he has a Town Clerk/Tax Collector that will be coming in some mornings and he is hoping we can get into the system again and process some on line renewals. From 8:00 am until 6:30 pm on Wednesday in Hooksett, people can go to get their registrations done until the end of March.

### **ROAD AGENT REPORT**

Chad Pelissier gave an update on the Flag Pole. The pole is up but they are waiting for a couple parts that need to be replaced.

The Rail Trail – they received a letter from Hooksett saying they want to do the grand opening on their end on the 16<sup>th</sup> of May. If we have a good spring, they may be able to get our end done.

Still waiting on three quotes to put a roof on the salt shed.

Chad stated he signed up for a class on composting as they are not allowed to take it at this time.

### **OTHER BUSINESS**

Sandy McKenney asked how the town report is coming.

Mr. Goodine said they are collecting the information and has talked to some of the vendors.

They seem to be right on task.

The audit still has a lot of work to be done on it.

Chair Klawes stated they have Police Chief Stark's employment agreement that needs to be updated.

Chair Klawes made a motion to accept the Allenstown Police Department Chief's employment agreement.

Maureen Higham seconded the motion.

Roll call was taken.

Keith Klawes – Aye

Scott McDonald – Aye

Sandy McKenney – Aye

Maureen Higham – Aye

Jim Rodger – Aye

Motion passed. 5-0-0

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

#### **• Ratify Consent Calendar: January 22, 2024**

Maureen Higham made a motion to accept the ratified consent calendar for January 22, 2024.

Sandy McKenney seconded the motion.

Roll call was taken.

Keith Klawes – Aye

Scott McDonald – Aye

Sandy McKenney – Aye

Maureen Higham – Aye

Jim Rodger – Aye  
Motion passed. 5-0-0

• **Review Minutes:**

o **Non-Public: December 18, 2023, Sessions I, II, and III; and January 8, 2024, Session I, and Session II (Two Items), and January 22, 2024, Session I and II**  
Not available

o **Public January 22, 2024**  
Not available

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

- o **ACH Manifest – 1123 and 1001;**
- o **Check Manifest – 1002 and 1124;**
- o **Non-Check (CC) Manifest – 1122 and 1000;**
- o **Town P/R Manifest – 1-25-24**

Maureen Higham made a motion to approve the ACH Manifest – 1123 and 1001, the check manifest – 1002 and 1124, the non-check CC Manifest – 1122 and 1000, and the Town P/R manifest – 1-25-24.

Sandy McKenney seconded the motion.

Roll call was taken.

Keith Klawes – Aye  
Scott McDonald – Aye  
Sandy McKenney – Aye  
Maureen Higham – Aye  
Jim Rodger – Aye  
Motion passed. 5-0-0

Chair Klawes made a motion to adjourn the meeting at 6:52 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

TOWN OF ALLENSTOWN  
 BOARD OF SELECTMEN  
 PUBLIC MEETING MINUTES  
 FEBRUARY 5, 2024

**Signature Page**

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