

**TOWN OF ALSTEAD, NEW HAMPSHIRE**

**Select Board**

**Unapproved Minutes for Meeting of July 30, 2024 at 5:00 PM**

**Town Offices, 15 Mechanic Street, Alstead, NH 03602**

**SELECT BOARD PRESENT:** Joel McCarty, Chair, Gordon Kemp, and Matthew Saxton.

**STAFF PRESENT:**

Name	Position	In Person	Google Meet
Misty Gratacos	Town Office Administrator	•	
Shelley Steuwe	Recording Secretary	•	
Stephen Murrell	Police Chief	•	
Jesse Moore	Director of Sanitation, EMS & Grounds	•	
Kim Kercewich	Fire Chief	•	

**COMMUNITY MEMBERS: In person:** Barbara Viegner, Karen Schwabe, Rich Nalevanko, Joe Levesque **Google Meets:** None

**PLEDGE OF ALLEGIANCE**

**CALL TO ORDER:** Mr. McCarty called the Select Board meeting to order at 5:01 PM and then proceeded with leading the agenda-based discussion.

**GUESTS:** Jack Ahern, Associate Planner, Southwest Regional Planning Commission regarding Complete Streets Presentation & Policy, Henry Underwood, Southwest Regional Planning Commission.

Materials presented by Mr. Ahern:

[Town of Alstead Complete Streets Policy](#)

[SWRPC Alstead Complete Streets Task Force Survey Results](#)

[Alstead Complete Streets Implementation Project List](#)

## Town of Alstead Street Types & Design Guidelines

Q&A from the Board/public:

Director Moore notes that the policy lays out a commitment to pursuing safer streets, but there are no safety components described within the policy, e.g., a Traffic Incident Management system (in compliance with the Manual on Uniform Traffic Control Devices) – a national set of regulations on how EMS handles public roadways and traffic during emergency situations. Mr. Ahern and Mr. Underwood clarify that Complete Streets primarily deals with passive street design and infrastructure.

Mr. Saxton asks how many towns in Cheshire County have accepted a Complete Streets project, and Mr. Ahern says that 9 have accepted.

Mr. McCarty asks why the Town should adopt this policy, and Mr. Ahern notes that it will make Alstead eligible for further grant money for infrastructure and feasibility studies.

Mr. Nalevanko asks if it is an issue that the Town's Master Plan is so old; will this impact the ability to secure funding? Mr. Ahern says that the project was created with the Master Plan in mind, but not developed off of it. He additionally notes that many of the issues addressed in the Master Plan are still pertinent today. Mr. Levesque adds that the Master plan was technically updated in 2019 when they tied in the work that they did via the Lake Warren Watershed Management Plan .

Mr. McCarty thanks Mr. Levesque and Ms. Willis for their work on this project, and asks the group if anyone objects to the Selectboard adopting this policy tonight. There are no objections, and the Board votes unanimously to adopt the policy.

Mr. Underwood notes that the funder that supported this policy development has an implementation grant round open now, with a deadline at the end of September. Their team has spoken with the Alstead Complete Streets Task Force about potential projects. The Selectboard's support will be necessary should the Task Force decide to apply for the grant.

Mr. Ahern notes that they were discussing a feasibility engineering grant for a section of road in town that may be too narrow for the types of projects they're considering.

**ACTION ITEMS:** Review & sign one (1) Timber Intent; Review & sign two (2) employee reimbursements; review & sign one (1) Vilas Pool payment request.

**MINUTES FROM PREVIOUS MEETINGS:** The Selectboard minutes from 7/9 and 7/23, and the Public Hearing minutes from 7/16 were all reviewed, amended, and accepted as amended.

### **OLD BUSINESS:**

- A. **Washed-out glass** – Mrs. Gratacos reports she has not received a response from the Cheshire DOC. Mr. McCarty reports that he has not had any responses to the RFP he

posted on NMHA. Mr. Kemp asks if there is a way to post more broadly, but the group did not identify any way to do so at this time.

- B. **Thayer Brook bypass** – Mr. McCarty reports that he has an inquiry into the engineering firm to get a status update on the H & H study and prediction for how things will roll out through the end of the year.
- C. **Bridge projects** – Mr. McCarty reports that he has an inquiry into the engineering firms to get a status update on the H & H studies and prediction for how things will roll out through the end of the year. Mr. Kemp asks if Mr. McCarty can get a recommendation for someone who can paint the bridge at Vilas Pool. Mr. Saxton suggests Jason Foster, and will reach out to him to inquire.
- D. **Dams** – Mr. McCarty reports that he has an inquiry into the engineering firm to get a status update on the H & H study and prediction for how things will roll out through the end of the year, and has also asked for a financial update.
- E. **Status of property at M11 L2 (abuts Town Hall)** – No updates.
- F. **Model T MOU** – No updates.
- G. **Langdon Library Fees** – No updates.
- H. **Employee Health Insurance** – No updates.
- I. **Fire Dept Policies** – No updates.
- J. **Pine Cliff Road information/updates** – Mr. McCarty reports that he spent a lot of time on Pine Cliff Road this week. He went to look at the runoff from Arbor Way (including lot #30), met with a resident of Arbor Way, a resident of Pine Cliff Road, and Sarah Webb (Chair of the Conservation Commission). He looked for the catch basin at the bottom of Arbor Way, but could not find it (he'll be going back with a map this week). He went over to the boat landing and found that there is definitely some erosion there. He met with Karen and Scott Keim to talk about Lake Smart. He feels that it's prudent for the Town to have up to date septics, especially those dwellings within 250 feet of water ways. He found out that Lake Smart will help with funding if 40% of residences become certified Lake Smart, and sees an opportunity to incentivize residents to do this using a tax abatement for people who successfully complete the Lake Smart program. He continues to collect data, is hosting a meeting on 8/8 with members from NH Fish and Game and NHDES, and he recently attended an LWPA board meeting.
- K. **Department & Board**

**NEW BUSINESS:** Updated credit card policy – Mr. Saxton presented a revised credit card policy for the Board to review. After review and discussion, it was decided that further revision is necessary and it will be reviewed again next week.

#### **OTHER ITEMS:**

#### **DEPARTMENT REPORTS:**

**School Board** – Mr. Levesque thanks everyone for listening to the Complete Streets presentation and the Selectboard for signing off on the policy. There is an emergency meeting with the School Board on Thursday, but he's not sure what it's about.

## **Transfer Station, Ambulance, and Parks –**

Director Moore reports:

- Ambulance – He set up the High Power User Equipment and it worked well. There is potential for another piece of equipment that may be donated by a municipality in MA. Ambulance 1 is at Kmiec's Garage for fender repair, and should be back Friday (8/2).
- Parks – Mowing is up to date.
- Transfer Station – He ordered some lighter duty high-visibility shirts for staff, per Director Reynolds' recommendation. He is going to be putting new warning lights on the backhoe (Mr. Kemp notes that he would like to see it used as sparingly as possible). They are three bales away from another cardboard truckload ready to go, which is three months ahead of schedule (originally anticipated it would happen in November). They have almost doubled the amount of refuse coming through since last year.

Finally, he reports that he will be traveling to Concord next Wednesday (8/7) to take a class on permit writing with NHDES.

**Police Department** – Chief Murrell reports they have received 685 calls to date. The trial version of the panic buttons is almost programmed (just need to get dispatch's phone number in the system this afternoon) and look forward to trialing it over the next couple weeks. He found out that with this company (that they're trialing), cellular backup (for when the internet is down) is an extra charge. He's still awaiting a quote for the big system project (for all 9 town buildings).

**Fire Department** – Chief Kercewich reports they have received zero new calls since last reporting. He notes that we're sliding into an abnormally dry period, which could create problems. Mr. McCarty asks what the process is for procuring a burn permit during this type of weather. Chief Kercewich replies that as long as it's not a Class 3 day, residents can get one online ([Index - SovereignSolutionsForm \(burnsafeamerica.com\)](#)) or by calling him at 603-835-2928. To determine the Daily Fire Danger class, residents can look at the sign in town, or call 1-866-NH-FIRES (866-643-4737). Mr. Kemp asks if Deputy Wardens can provide permits, and Chief Kercewich says they cannot; only he, Rich Beringer, Mike Kercewich, and Jason Antos can.

**Town Office Administrator** – Mrs. Gratacos reports that she checked with Primex to see if the Supervisory Academy will cost anything and was told that it will not. She is continuing to work on entering Payroll into the budget, but Actuals are up to date. She updated all Department Heads with PTO information. Mrs. Steuwe asked that the 7/16 Public Hearing minutes be updated with the latest, approved version on the Town's website. Mr. McCarty said that he will do this as soon as she sends him the link to the updated version.

## **BOARD REPORTS:**

**Mr. Kemp** – Signed and turned in paperwork for the fire station lighting upgrade reimbursement. The proposal for merging several lots on Gilsum Mine Road has been added to the Planning Board agenda; he just needs to check with Mrs. Bacon on the statutory amount of time before the project can be started. He started needling Fidium about switching over all the Town accounts

from Comcast to Fidium. They initially offered one free account, but he was able to get them to offer up to three (planning on the two fire stations and Transfer Station). He is going to have to work on getting the rest switched and pricing for them (Director Moore says he is pretty sure that the Village Fire Station is already free). He talked to Greg Charland (IT) and he'll get a quote on equipment and installation to utilize one of the High Power User Equipment units to provide service to the whole building. Mr. Levesque asks if this transition will include the Library, as they are already getting their internet for free; the Selectboard says this will not affect them. Mr. McCarty asks Mr. Kemp if he received any update from Fidium on Lost Alstead's fiber. He said he did not; however, the last update he received was that the engineering should be complete 8/1, and construction will begin 8/15.

**Mr. McCarty** – There is election training at the Keene Police Station tomorrow (7/31). He was approached by a man who's interested in buying a neighbor's property for sale on Pratt Road to talk to him about a clause that the Town put in the deed that says the land owner has to cut trees to preserve the view from Pratt Rock to VT. He will look into this further and will keep the group posted.

**Mr. Saxton** – Mr. Saxton reports that he is working on an abatement request from Mr. McCarty; he will do a site visit and advise. He will be working with "NRRA to learn about actual recycling of plastics 1-7.

**PUBLIC COMMENTS/QUESTIONS:**

**INFORMATIONAL:**

**EXECUTIVE SESSION/S:**

<b>Next regular Select Board meeting:</b>	Tuesday, August 6th, 2024 @ 5:00 PM, Town Offices, 15 Mechanic Street.
<b>Next FM School Board meeting:</b>	Monday, August 12, 2024 @ 6:00 PM, High School (2nd Monday)
<b>Next 5-Town Select Board meeting:</b>	TBD – Reschedule in progress

On a motion made by Mr. McCarty and seconded by Mr. Saxton, ***the Board voted by roll call (Joel – y; Gordon– y; Matt – y) to enter non-public at 6:40 PM pursuant to RSA 91-A:3, II (b) the hiring of any person as a public employee.***

On a motion made by Mr. Kemp and seconded by Mr. McCarty ***the Board voted to leave the non-public session at 6:47 PM. The motion passed unanimously.***

Respectfully submitted,

Shelley Steuwe

Recording Secretary

DRAFT