

TOWN OF ALSTEAD, NEW HAMPSHIRE

Select Board

Approved Minutes for Meeting of April 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: In person: Richard Beringer, Fire Department; Kim Kercewich, Fire Chief; Jesse Moore, Director of Transfer Station, Ambulance, & Parks; Stephen Murrell, Police Chief; Steve Reynolds, Emergency Management Director; Mary Schoppmeyer, Administrative Consultant; Julie Bacon, Town Clerk/Tax Collector; Prescott Trafton, Road Agent; Misty Gratacos, Town Administrator; Shelley Steuwe, Recording Secretary.

COMMUNITY MEMBERS: In person: Rich Nalevanko, Marge Noonan, Joe Levesque, Jonathan Landry, Barbara Viegener.

GUESTS: None.

PLEDGE OF ALLEGIANCE

CALL TO ORDER: Mr. McCarty called the Select Board meeting to order at 5:00 PM and then proceeded with leading the agenda-based discussion.

ACTION ITEMS: Review & sign the following: Payroll Manifest (\$33,569.41); Payables Manifest (\$); Tax Liability Manifest (\$). Sign off on new hires (2) – Emily Sherwood, Fire, and Rodney Bouchard, Land Use Clerk/PB & ZB Admin; Review & sign exemptions (3); review mail received addressed to board; review Payroll Matters policy for Memorial Day payroll.

MINUTES FROM PREVIOUS MEETINGS: Minutes from 4/9, 4/16, and 4/23 were reviewed, updated* and approved by the Board.

The Board opened and read aloud sealed bids that were submitted for the Alstead Resurfacing Projects. Results were as follows:

- Pike Industries: \$336,446.00
- Bazin Brothers Trucking Inc: \$259,510.40
- R&D Paving: \$297,520.60
- All States Construction: \$257,619.00

OLD BUSINESS: Washed-out glass – Mr. Kemp is meeting with a consultant referred to the Town at 9:30 on 5/2. **Thayer Brook bypass** – Mr. Trafton reports that a hard copy of the contract has been mailed to Stephens Engineering and we are waiting on the H&H study to be scheduled. He reports that there have been several missed FEMA meetings due to attendee absenteeism. He is to report to them where we are with our Hazard Mitigation Plan. Mr. McCarty reports that it has been completed and posted for public comment, and just needs to be published. Mr. Trafton and Mr. Levesque will meet to finalize after this evening's meeting. **Bridge projects** – Mr. McCarty reports that he had a meeting in Concord last week. He has petitioned DOT formally to allow us to use Hoyle, Tanner & Associates to begin design work on the Drewsville Bridge upon completion of the Bell Hill Bridge. **Sale of town-owned properties** – Mr. McCarty received paperwork today from the deed firm for the Caldwell Pond property. He asks the Board who is making out the deed. Mr. Saxton asks if we want to use our lawyer to write out a new deed for the Caldwell Pond property? The Board deferred to Ms. Bacon for this recommendation. Mr. Saxton reports he went to the Gilsum line to view the travel trailer that's being lived in and reports it doesn't appear to be mobile. He contacted Mike Jasmin, Health Officer, and he's working with the family to see if sewage is being dumped in the ditch. He also spoke with Rita Hakey about the property on Corbin Road and possible sale of it. **Dams** – Mr. McCarty reports that a contract for the two warrant articles has been executed to provide analysis and recommendations for the Vilas and Lake Warren Dams. **Abutting Town Hall property** – Mr. Kemp received an email from J.B. Mack (Southwest Regional Planning Commission), he will email him back to inform him that he's not getting any response from the family's Connecticut attorney. **Model T MOU** – Mr. McCarty reports that the memo is half done. **East Station chemical barrel** – Mr. McCarty has signed a contract for its collection. **Langdon Transfer Station and Library fees** – No updates.

DEPARTMENT REPORTS: Town Office – Mrs. Gratacos reports that she is catching up on what she missed during vacation. She also reports that the Town's payroll company, Payroll Matters, notified her that because Memorial Day Weekend falls on a payroll Monday, they will be processing payroll the Friday before instead. Department Heads were notified by email to submit payrolls by 10:00 am 5/24. **Emergency Management** – Director Reynolds reports that Primex sent out a training notice for the Transfer Station Operators staff, which he forwarded to Mr. Moore. Mr. Moore aims to take all staff members and is interested in them coming to Alstead to perform the training. Director Reynolds advises that having them come here will take longer, plus there is a benefit to going to Concord, as other people in the field will be there to learn from. Mr. Moore will determine the logistics for making this happen. The training happens to fall on a Wednesday (6/12). Director Reynolds also reports that he had another meeting to review policy changes to the employee handbook and updates on accident reporting. Lastly, he mentioned that the light in the letter "B" was out in the Town Office lobby; he asks how often they are getting checked and suggests it should be monthly. He will look into incorporating this into the Generator Policy to ensure it gets done. **Police Department** – Mr. McCarty asked Chief Murrell about the break-ins on Sunset Circle and Homestead Road. Chief Murrell reports that one is being investigated by Alstead, and the other by State Police. The two don't appear to be related. He also reports that there have been 374 calls this year. He is waiting to hear back about the tower agreement. He attended a meeting in Concord 4/29 for all firearms instructors in the state. He confirmed that body cams have still not been mandated by the state. If it does get mandated,

there is an estimated \$60,000 upfront cost, plus running costs. He is going to do some research into companies to get a better idea of cost. Primex will still cover a portion of a lawsuit, even without bodycam footage. Joel will ask Primex if they have a recommendation for cameras.

Highway – Mr. Trafton reviewed the bids for paving and recommended we go with Bazin Brothers Trucking. The Board votes to accept the bid from Bazin Brothers Trucking. He defers to the Board's decision, but recommends continuing on North Road, at least to the intersection of Corbin Road (if money allows). Mr. Trafton reports looking into replacing two culverts on Cobb Hill Road (he believes there is enough material at present to do this). One is an 18" culvert that they would increase to 24", as well as a 36" culvert that they would increase to 40"-48". He needs to investigate whether there is glass over these culverts, and will also plan to attend the meeting with the consultant on 5/2 at 9:30. There are many more culverts to be fixed this year, so he will be reviewing their culvert inventory. Mr. McCarty reports there is ARPA money available for culvert work, if necessary. He reports that the CV dump truck is still in Manchester. He reports that the Police Department has been updated with new LED light bulbs, and he is working on updating the lightbulbs in the Town Office. Finally, the photoluminescent sign is up and the crash bar have been installed, as well as the light for the lobby sign.

Fire Department – Chief Kercewich reports 34 call responses to date. He reports that brush fire season started and ended quickly. The New Hampshire Fire Protection Hood Inspector is backed up with requests and we are on his list to get an inspection of the hood at the Food Shelf. Mr. McCarty asks Director Reynolds if this delay means the hood needs to be taken out of service or we need to look to another agency to perform the inspection. Director Reynolds reports that it should be done every 6 months, and it's now been 18 months. Chief Kercewich also reports that he has offered to be the contact for inspecting the fire extinguishers as well, taking this off Mr. Trafton's list. Ms. Schoppmeyer suggests checking with Cintas to see if they can do it; Mr. McCarty will ask. Finally, Chief Kercewich reports that the parts for the fire truck pump are being shipped from FL, and he will set up a date to get it to Lake Winnepesaukee once it is repaired.

Transfer Station, Ambulance, and Parks – Mr. Moore reports that they dug out the base lines at the baseball field, and took the old topsoil out and dumped it in the lot at Pinegrove Cemetery. They also put the new infield mix in, and mowed. He reports that beginning 5/1 all Transfer Station staff will be wearing new uniforms. He reports that people have asked for the Transfer Station to remain open late on Wednesdays to accommodate working people. He notes that this would have a positive impact on Saturday's numbers, possibly reducing the number of cars by 150 (if open Wednesdays until 6:00 pm). The Board asks Mr. Moore to discuss this with his staff to see what possible schedule changes they can accommodate, and to determine how much it would cost to simply stay open 2 extra hours on Wednesday (not changing the open time). Finally, he reports he attended the quarterly EMS Chief's meeting 4/23, where they discussed plans for CPR Month/CPR Safe Community (to be held in June). Alstead has met 11 out of 12 pillars to be designated as a CPR Safe Community. We need 312 more people to learn Hands-Only CPR to fulfill the final pillar. There will be a class at the library, offering classes for any businesses/groups in town, a class for the Lake Hosts, and he would like to get in front of the Lake Warren Preservation Association at their summer meeting in June. The goal is to train 312 people by 8/1, so Alstead can be awarded the designation first in the state, as well as the smallest community in the US to achieve this. Finally, he reports we have 59 calls to date. We also have one of our paramedics on the truck about 75% of the time, and have only had to use Cheshire County or

Cheshire Med for 2 calls this year. Our 3rd paramedic should be on his own next month. **School Board** – Mr. Levesque reports the Board met 4/29 to review the superintendent’s performance review, and set goals for the superintendent and Board. He reports the LEAF Charter School thought they could make it to the end of the year, but the state froze their assets and told them to close the doors. He reports students and faculty are uninterested in attending/working at Fall Mountain. Fall Mountain is considering the idea of offering free tuition to staff to address the housing issues in the area. Mr. Levesque will look into whether ARPA funds will pay for outdoor AED lockboxes. He also notes that we must tell the US Treasury by 12/31 what we plan to do with our remaining ARPA funds. Chief Kercewich suggests using this for new turnout gear. Mr. Levesque will research what qualifies for the funds and will report that back to the Board to determine how to allocate funds.

BOARD REPORTS: Mr. McCarty – DES – Mr. McCarty reports he is working with DES to have them present at another meeting at the Mill in late June/early July to discuss the Lake Warren Management Plan and stormwater mitigation along Pine Cliff Road. He and Mr. Levesque are working on an application for the DES State Revolving Fund, due 4/31. DOT 10-Year Plan – Mr. McCarty reports that he and Mr. Saxton are working on identifying projects that should go on the DOT 10-Year Plan fund. **Mr. Kemp** – Fidium Fiber – Mr. Kemp reports a section of Alstead was not included in Fidium’s build (Maclean Road, Proctor Road, Barnett Hill Road, and a section of 12A). Mr. Kemp has been in contact with Fidium and is awaiting a reply for how they plan to address this issue. He plans to follow up with them by the middle of next week if he has not heard from them. Residents who have had Fidium installed have reported a positive experience. He reports he is almost finished with his EMR class. He reports they are getting ready to start the construction at Vilas Pool for the renovation of the Snack Shack. He reports it’s time to reapply for the Moose License Grant and welcomes ideas for its use. He suggests using it to repaint Vilas Pool Bridge. Finally, he notes that there will be a discussion about QuickBooks on 5/1.

NEW BUSINESS: Town Clerk/ Tax Collector: Ms. Bacon joins us to discuss her tax deeding execution date (5/8), with one property in need of tax deeding (52 Mechanic Street). This would be for unpaid taxes in 2021 that went to lien in 2022. She notes that when the lien sits in place for 2 years and a day, we can tax deed the property. The unpaid taxes for this year with interest and penalties is \$5,174.60, which is what we would be deeding for. This property was tax deeded on 8/2017 and sold at auction on 11/2017. There have been opportunities for the owner to sell the property, however they were unsuccessful. In the past when the owner has been faced with the town tax deeding the property, they have come forward with the back taxes. If the Town waives the opportunity for tax deeding, the property will stay with the owner and back taxes will continue to accrue interest and fees until it’s revisited next year. The Board votes to wave the tax deed, and all three have signed it for delivery 5/8. **Employee Health Insurance** – Mr. McCarty reports that this is a work in progress. He plans to meet with Ms. Gratacos and the department heads and Health Trusts. **Staff Meeting** – Mr. McCarty reports he will be meeting with the office staff to systemize the changing regulatory environment. **Accounting Software** – Mr. McCarty reports no update. He will meet with Mrs. Gratacos 5/1 to discuss, as the deadline is the end of May.

INFORMATIONAL:

Next regular Select Board meeting:	Tuesday, May 7, 2024 @ 5:00 PM, Town Offices, 15 Mechanic Street.
Next FM School Board meeting:	Monday, May 13, 2024 @ 5:30 PM, High School (2 nd Monday)
Next 5-Town Select Board meeting:	TBD – Reschedule in progress

On a motion made by Mr. Kemp and seconded by Mr. McCarty, ***the Board voted by roll call (Joel – y; Gordon– y; Matt – y) to enter non-public session at 5:35 PM pursuant to RSA 91-A3, II(c) – hiring of a town employee. I don’t have these details***

Before exiting the non-public session, the Board reviewed the minutes of the session and signed them.

On a motion made by Mr. Saxton and seconded by Mr. Kemp, ***the Board voted to leave non-public session and return to public session at 6:00 PM. The motion passed unanimously.***

On a motion made by Mr. Kemp and seconded by Mr. McCarty, ***the Board Chair adjourned the public meeting at 6:01 PM. Again – I don’t have these details since they did this without us.***

Respectfully submitted,

Shelley Steuwe, Recording Secretary