

**TOWN OF ALSTEAD, NEW HAMPSHIRE**

**Select Board**

**Approved Minutes for Meeting of June 11, 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 Administrator	•	•
Shelley Steuwe	Recording Secretary	•	•
Stephen Murrell	Police Chief	•	•
Jesse Moore	Director of Sanitation, EMS & Grounds	•	•
Kim Kercewich	Fire Chief	•	•
Bobbie Wilson	Supervisor of the Checklist/Ambulance Lt/Vilas Pool Committee	•	•
Hans Mayer	Fire Department	•	•
Ben Kercewich	Fire Department	•	•

**COMMUNITY MEMBERS:** **In person:** Jonathan Landry, Rich Nalevanko, Marge Noonan, Barbara Viegner, Judith Willis, Kenyon Nesbitt; **Google Meets:**

**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 Payroll manifest (\$32,442.02); review & sign Payables manifest (\$333,028.46); review & sign Tax liability manifest (\$6562.93); review Hundred Nights mailing; Review copy of check received by Town of Langdon for Transfer Station & Library; Review April & May statement from Three Bearings; review email from Town Clerk/Tax Collector

**MINUTES FROM PREVIOUS MEETINGS:** 5/29 & 6/4 meeting minutes were reviewed and approved by the Board.

**OLD BUSINESS:**

- A. **Washed-out glass** – Mr. Kemp reports that he is still having a difficult time getting in touch with the industrial vacuum truck specialist. Mr. McCarty asks if the Town should consider purchasing a vacuum truck, but Mr. Saxton and Mr. Kemp are unsure that a vacuum truck can manage the clean up. Ms. Noonan suggests reaching out to Ruggerio, Mr. Landry suggests reaching out to Serve Pro, and Director Moore suggests reaching out to the Cheshire DOC (as they will send inmates out for work release when it involves municipality related work). Mrs. Gratacos will get in touch with both companies and the DOC.
- B. **Thayer Brook bypass** – Mr. McCarty asks if the Town is up-to-date on billing for this work. Mrs. Gratacos will follow up with Mr. Trafton about this.
- C. **Bridge projects** – Mr. McCarty reports that he completed a revised letter for the Drewsville Road Bridge, and is signing that tonight.
- D. **Dams** – Mr. McCarty reports that an inspection on the Warren Dam was completed by NH DES today. On 7/1 an inspection of the same dam will be completed by the engineering firm hired by the Town (Dubois and King).
- E. **Status of property at M11 L2 (abuts Town Hall)** – Mr. Kemp received word from Mr. Bouchard that the lawyer has been out of the country.
- F. **Model T MOU** – Mr. McCarty reports that he is to revise the MOU and send it back to Mr. Kercewich.
- G. **Langdon Transfer Station & Library Fees** – Mr. McCarty reports that payment of \$43,398.59 was received for the Transfer Station. No money has been received for the Library at this point.
- H. **Employee Health Insurance** – Mrs. Gratacos reports that she met with the Highway staff and heard their concerns. She has reached out to 2 companies to let them know our statistics and she is hoping to get a quote from each by next week.
- I. **Nepotism Policy** – see below, under New Business.
- J. **Department & Board**

**NEW BUSINESS:** Discuss A/C unit in Town Office (for lower level); Review revised Nepotism policy

Chief Murrell reports that the lower level AC unit has been problematic for 4-5 years. It has required recent repair, and while it is working today, it has been recommended by Mr. Fuller to replace the system with a 3 ton unit. He is working on a quote for a new unit, plus duct work. Chief Murrell reports that the current unreliable unit interferes with work due to the heat, and requests that it be replaced soon.

Mr. Kemp rewrote the Nepotism Policy with Mr. Saxton's feedback. He will be receiving comments on the revisions for a week. He wants to clarify that the policy does not say that family members cannot work in the same department. Mrs. Gratacos will send the revised copy to all the Department Heads. Mr. Kercewich asks if two family members can work in the same

department if one of them is in an officer position? Mr. Kemp confirms that two members of the same family cannot be in direct supervision of each other.

Mr. Saxton reviews an email from Ms. Bacon which asks what Alstead's plan is for securing heating prices for the town, referencing the 5 town contract with Irving. The person who led this initiative is in the hospital, and the deal is only good if all 5 towns participate. The Board needs to opt in this month. Mr. McCarty reports that they need more details if the person who is running this is not available, as well as what the price is and if that's within the budget. Mr. Saxton moves, Mr. Kemp seconds, all in favor. Mrs. Gratacos will follow up on this.

**OTHER ITEMS: REMINDER:** Next week the Auditor's will be in house; Transfer Station will be closed on Wednesday, June 19th for the holiday; Town Clerk/ Tax Collector's Offices will be closed Wednesday, June 19th for the holiday; Public Hearing on June 20th @6:00pm at Alstead Town Hall with NH DES.

**GUESTS:** Stryker Medical; DEMO for Auto Loader equipment for Ambulance

#### **DEPARTMENT REPORTS:**

**Town Office Administrator** – Mrs. Gratacos reminds the Department Heads that next week auditors will be here. The onboarding of QuickBooks online is progressing well, with 4 trainings completed last week and more to come. She is focusing on loading the budget to get expense reports out to everyone, and is working with Ms. Schoppmeyer and Mr. Waldmann on reconciliations. She requests the Board to set a deadline/expectation of Monday afternoons for submitting payables so that she can submit them and have enough time to prepare for the Select board meetings. She asks for the Board's support in enforcing timely submissions for payroll as well. She reports that Ms. Wilson has received and approved her payroll spreadsheet, which she'll receive every 2 weeks going forward.

**Fire Department** – Chief Kercewich reports they have received 48 calls to date. They have received 2 new SCBA units for Engine 3, and Mr. McCarty requests that these be added to inventory. Chief Kercewich reports they had a meeting on 6/10 and their Secretary has resigned. The team discussed their by-laws and SOGs, and would like to form a committee to review and provide a report on these matters. The Board expects a progress report next week and a finished offering in 3 weeks, to which Chief Kercewich agrees.

**Supervisors of the Checklist** – no updates.

**Vilas Pool** – no updates.

**Police Department** – Chief Murrell reports that they have received 542 calls to date. He has begun the process of looking into fire and intrusion alarms. He met with Director Moore, Chief Kercewich, and a representative from One Source last week. They also looked at panic buttons for the office. He's waiting for an estimate. Proxy/remote access to certain buildings under certain conditions was discussed, which would allow the Fire Department to get quick access to their buildings (when the authorized user gets close the door unlocks and disables the alarm). He is

arranging meetings with other companies to get a range of quotes, and is ensuring all options are scalable. He spoke with Ms. Montgomery at the Library, who reported their alarm system was malfunctioning. A technician from One Source came out on Friday and resolved the issue. He received and paid a bill from the proxy attorney for the tower. Finally, he reports there was some damage sustained over the weekend to some signs and mailboxes. Mr. Trafton is getting a repair estimate. Walpole had a similar incident and they have a suspect in mind.

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

- Ambulance – Director Moore would like to thank everyone who came to the cardiac awards dinner. He reports they have received 93 calls to date. They are navigating some changes to OSHA rules. The new pressure washer arrived, and Mr. Bailey will be installing it once the plumbing parts arrive. Chief Kercewich reports the old one will be stripped for working parts, which will be saved for the new one. Director Moore reports Ambulance 1 is back in service since having the AC repaired, and he is waiting on a bill for that service.
- Parks – Most of the mowing is complete.
- Transfer Station – He reminds the group that it is closed this Wednesday for staff training, and open Thursday. It is also closed next Wednesday for the holiday.

**Town Clerk/ Tax Collector Office** – no updates.

**Emergency Management** – no updates.

**Highway** – no updates.

**School Board** – no updates.

#### **BOARD REPORTS:**

**Mr. Saxton** – The Library work is finished. He was advised that the Historical Society should be considered next. Melanson will be writing up a proposal to submit to the Board. The summer reading list has been sent out for the Library.

**Mr. Kemp** – The Moose Plate application needs approval from the Board (refurbish and preserve the footbridge at Vilas Pool). Mr. Kemp moved, Mr. Saxton seconded, all approved. He found a carrying case for the Starlink (\$250) if the Board is still interested. They will wait on Director Reynolds' input. The Vilas Pool Park host asked the Fire Department to fill up the auxiliary water tanks, but since there is a chance that people may drink out of them, Mr. Kemp recommends they do not proceed with this request (the water comes from the Cold River and is not suitable for consumption). The Board agrees. He asks if Director Moore has heard anything about the Village lighting project, and Director Moore confirms it is on the schedule for next week.

**Mr. McCarty** – Reviewed the monthly statement that shows how much we have in the Capital Reserves Fund, and reminds the group that we are highly restricted in how this money is spent. He expects to have this figure posted monthly on the Town website. He reminds the group that Ms. Bacon is off next week and office hours for the Town Clerk/Tax Collector's office may vary.

He also reminds the group that next week is a busy one and requests that people hold off on new business that can wait until the following week, if possible. He reviewed the pump repair bill for the Firetruck, Engine #1 (\$11,970.33), which was paid on 6/11. Mr. McCarty reports that payment was sent to the Fall Mountain School District, in the amount of \$266,779.54.

**PUBLIC COMMENTS/QUESTIONS:** Mr. Nalevanko asks if information is available regarding the reason the Warren Dam was reclassified? He was advised that this information is available on the Town website. Ms. Willis asks if we can add to the Town website a list of how much it costs to recycle things at the Transfer Station? Director Moore will get this information to Mrs. Gratacos. Mr. Nesbitt reports the road on Cobb Hill degrading across from his property. Mr. Saxton informed him that the issue is being closely monitored by Mr. Trafton. Ms. Viegner asks if there is a law prohibiting residents from cutting Japanese Knotweed. Mr. McCarty informed her that it depends on the region (DOT) and that David Konesko is a good person for her to reach out to.

**INFORMATIONAL:**

<b>Next regular Select Board meeting:</b>	Tuesday, June 18, 2024 @ 5:00 PM, Town Offices, 15 Mechanic Street.
<b>Next FM School Board meeting:</b>	Monday, July 9, 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 Chair adjourned the public meeting at 6:50 PM.***

Respectfully submitted,

Shelley Steuwe

Recording Secretary