

TOWN OF ALSTEAD, NEW HAMPSHIRE

Select Board

Approved Minutes for Meeting of May 14, 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: Kim Kercewich, Fire Chief; Richard Beringer, Fire Department; Jesse Moore, Director of Sanitation, EMS, & Parks; Stephen Murrell, Police Chief; Misty Gratacos, Town Administrator; Bobbie Wilson, Supervisor of the Checklist/Ambulance Lt/Vilas Pool Committee; Julie Bacon, Town Clerk/Tax Collector; Shelley Steuwe, Recording Secretary.

COMMUNITY MEMBERS: In person: Rich Nalevanko, Joe Levesque, Barbara Viegner, Judith Willis

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 (\$32,977.51); review & sign Payables manifest (\$); review & sign Tax Liability manifest (\$6,794.49); review & sign off on the updated Personnel Policies & Procedures Manual;

MINUTES FROM PREVIOUS MEETINGS: Minutes from 5/7 were approved by the Board.

OLD BUSINESS:

- A. **Washed-out glass** – Mr. Kemp reports that his meeting with the consultant was rescheduled again to 5/21. If this meeting gets canceled he plans to connect with someone else to complete this work.
- B. **Thayer Brook bypass** – Mr. McCarty reports that Stephens Engineering told him last week that they would be in the field today (5/14) taking measurements.
- C. **Bridge projects** – Mr. McCarty reports two administrative items: He requested via letter that the NHDOT waive the QVS process (**what is this?**) so we can use the firm we want for the Drewsville Bridge project and get a six-month jump on that. The letter was rejected and he will rewrite for approval. He also reports that we received certification from NHDOT for design work and right of way services **(?)**.
- D. **Dams** – Mr. McCarty reports that the engineering firm is starting the site work on both dams in the first week of June.

- E. **Sale of town-owned properties** – Mr. McCarty reports that he signed forms today for the sale of the Caldwell Pond property. The closing is set for 5/15. He also reports that there was another discussion today (on which property?), and there is a dispute on the lot size. It's unclear if a previous survey has been done; however, the longest of the four lines has been surveyed by the abutter. The Board will reach out to that surveyor to complete the job. Mr. Saxton reports there's a potential buyer (which property?)
- F. **Abutting Town Hall property** – Mr. Kemp reported no updates at this time.
- G. **Model T MOU** – Work in progress to add the necessary language in the Memo of Understanding.
- H. **East Station chemical barrel** – Possibility of additional information needed to close this subject.
- I. **Langdon Transfer Station and Library fees** – No new updates.
- J. **Employee Health Insurance** – Mr. McCarty reports that there is a meeting scheduled with department heads for 5/23 to discuss.
- K. **Accounting Software** – Mr. McCarty reports that in consultation with auditors they committed to QuickBooks in the Cloud. Ms. Gratacos reports that there is a phone conversation scheduled for 5/16, and a meeting with the municipal accountant on 5/15.
- L. **Department & Board** – see below.

NEW BUSINESS: Mr. Beringer suggests an alternative to purchasing the Stryker Power-LOAD system for one of the ambulances (see details for this under Transfer Station, Ambulance, and Parks updates below) is to utilize the Fire Department staff to assist with stretcher lifts. He reports that their staff is often on call to assist the ambulance crew and they have the manpower to do this more regularly. He also reports they now have five procedures in writing that employees in the Fire Department have to follow. These were presented to Fire Department staff on 5/13, and some revisions were suggested. Mr. Kemp will review these with the Board for approval. Finally, Mr. Beringer asks if all Department Heads will have written job descriptions. Mr. McCarty says this is a 2024 goal for the Board.

GUESTS: None.

DEPARTMENT REPORTS:

Tow Office Administrator – Mrs. Gratacos reports there have been changes to the Select Board / Town Administrator's office hours. They are now as follows: Mondays, Tuesdays, and Friday mornings by appointment only; Wednesdays and Thursdays from 8:00 AM - 4:00 PM. Staff will respond to email inquiries within 48 hours, and voicemail inquiries within 24 hours.

Town Clerk/ Tax Collector Office – Ms. Bacon asks that attendees to this meeting please use the parking lot behind the Town Office, as customers who need to access the Town Office are unable to find parking out front.

Police Department – Chief Murrell reports that they have received 427 calls to date. There are no updates on the Sunset Circle and Homestead Road burglaries, other than investigations are ongoing.

Highway – No updates.

Fire Department – Chief Kercewich reports that they have received 40 calls to date. Engine 1's pump and front wheel bearings have been repaired. On 5/13 they had a department meeting to review the policy and procedure manual, and all staff now have a copy. Finally, he asks if ARPA funds can be used for pump repair to Engine 1. Mr. McCarty asks for the bill for the work to be provided to the Board first. Chief Kercewich agrees.

Transfer Station, Ambulance, and Parks – Mr. Moore reports that they have received 72 ambulance calls to date. On 5/14, five ambulance staff members received in-person training for the new state protocol update (state allowing higher level of procedures). All other staff will be trained on 5/16 by those who attended the in-person training. He asks the Board if a Stryker Power-LOAD system (tray that slides out of the back of the ambulance for stretcher) can be purchased with ARPA funds. They would only need one, as one of the ambulances is not compatible with this system (and this system can be transferred to new ambulances in the future). The cost is approximately \$33,000. Mr. McCarty favors making this a warrant article. Mr. Saxton reminds the Board that we should be keeping a list of projects intended for ARPA funds for the end of this year (\$69,000 available per Mr. Levesque). Mr. Levesque will find the answer to Mr. Moore's question and report back. Mr. Moore reports he has been mowing the green regularly, and tries to mow the day that the baseball teams play. Finally, he reports that they have stopped counting at the Transfer Station. Mr. McCarty would like this data put into a spreadsheet. Mr. Moore will get this information prepared for the Board.

Vilas Pool – Ms. Wilson asks if a check arrived for the CFMoto UForce 1000 side-by-side. Mrs. Gratacos says that it has not, but that Hans will be in the office 5/15. She will call Ms. Wilson when the check arrives, and Ms. Wilson will pick it up.

School Board – Mr. Levesque reports that the School Board met on 5/13. They are trying to figure out a policy and procedure for those who donate money to the Board. This came about because in Walpole a GoFundMe was put together to raise funds for the girls softball field, and reached upwards of \$20,000. The Superintendent brought up that there isn't a formal policy in place aside from having a public hearing for funds over \$20,000. Mr. Levesque also reports that the Board will be ready by 7/1 to tell towns what their tax rates will be. The Board plans to lobby against the new Department of Education Commissioner bill that aims to redefine what qualifies as "adequate education", which will cut Adequacy Aid in half. Finally, he reports that **?SW budget 1.4m is coming in and looks like last year; \$94,479 for municipalities; going up this year by \$3**

BOARD REPORTS:

Mr. McCarty – Meeting with Werner Drouin, The Ambulance Admin. and Mr. Moore on 5/15 at 10:00 AM to discuss an ambulance billing issue. He is also meeting with Mary Ann Wolf this week to touch base on the Wage Analysis that she is graciously doing for the town. He received a constituent complaint about potholes on Comstock Road, which turned out to be in Langdon. He reminds the group that, due to the Memorial Day holiday, the 5/28 Selectmen's Meeting is moved

to 5/29. Finally, he mentions that ReVision Energy suggested a potential program to him that involves leasing a property on Bragg Lane and building a solar farm there.

Mr. Kemp – He suggests repairing Route 12A for a potential project for the NH DOT Ten Year Plan, and will email this recommendation to Mr. McCarty. He asks if the Board approves him signing the Liberty Utilities agreement for the Village Station lighting; Mr. McCarty and Mr. Saxton have no objections. He was contacted by someone with the Mill Hollow Heritage Association about sponsoring an event on Millot Green. He will pass this request on to Penny Gendron to follow up on.

Mr. Saxton – He has not heard back from Mike Jasmin, Health Inspector, about the travel trailer on the Gilsum town line. He is still having trouble getting a hold of Jason Foster regarding painting the steeple. Mr. Saxton asks why the Board is still receiving wage increase sheets to sign off on now. Mr. Kemp states these typically come through around three months after the budget has passed.

PUBLIC COMMENTS/QUESTIONS: Mr. Levesque asks where the map that was taped to the whiteboard is, as it is needed for the Hazard Mitigation Plan (had handwritten notes on it). The Board said it was removed for the ReVision Energy presentation and will work on locating it.

Ms. Viegner asks for a copy of the budget, which Mrs. Gratacos provided her with.

INFORMATIONAL:

Next regular Select Board meeting:	Tuesday, May 21, 2024 @ 5:00 PM, Town Offices, 15 Mechanic Street.
Next FM School Board meeting:	Monday, June 10th, 2024 @ 6:00 PM, High School (2nd Monday)
Next 5-Town Select Board meeting:	TBD – Reschedule in progress

On a motion made by **Mr. ?** and seconded by **Mr. ?**, ***the Board Chair adjourned the public meeting at 6:12 PM.***

On a motion made by Mr. **?** and seconded by Mr. **?**, ***the Board voted by roll call (Joel – y; Gordon– y; Matt – y) to enter non-public at ? PM pursuant to RSA ?***

On a motion made by Mr. **?** and seconded by Mr. **?**, ***the Board voted to leave non-public session at 6:55 PM. The motion passed unanimously.***

The Board then discussed fire permits and the campground (Recording Secretary not present), and adjourned at 7:01 PM

Respectfully submitted,

Shelley Steuwe, Recording Secretary