

TOWN OF ALSTEAD, NEW HAMPSHIRE

Select Board

Unapproved Minutes for Meeting of August 6, 2024 at 5:00 PM

Town Offices, 15 Mechanic Street, Alstead, NH 03602

SELECT BOARD PRESENT: Gordon Kemp and Matthew Saxton.

STAFF PRESENT:

Name	Position	In Person	Google Meet
Misty Gratacos	Town Administrator	•	
Shelley Steuwe	Recording Secretary	•	
Jesse Moore	Director of Sanitation, EMS & Grounds	•	

COMMUNITY MEMBERS: **In person:** Richard Nalevanko, Barbara Viegner, Rosemarie Dowling, Marge Noonan **Google Meets:** None.

PLEDGE OF ALLEGIANCE

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

GUESTS: Jessica Jarvis

Ms. Jarvis has applied for the Land Use Clerk & Planning and Zoning Board Admin position. Mr. Saxton moves and Mr. Kemp seconds, hiring Ms. Jarvis at \$22.50 per hour (contingent on an acceptable background check). Next steps will be performing a background check and connecting with Mrs. Gratacos to complete onboarding paperwork.

ACTION ITEMS: Review & sign Payroll manifest (\$33,172.28); review & sign Payables manifest (\$30,958.94); review & sign Tax Liability manifest (\$6,747.46); review email update from Director Reynolds; review emails from others received during the week.

MINUTES FROM PREVIOUS MEETINGS: 7/30 meeting minutes were reviewed and approved as amended by the Board.

OLD BUSINESS:

- A. **Washed-out glass** – Mrs. Gratacos is still awaiting a reply from the Cheshire Department of Corrections. Mr. Kemp will follow up on finding other places to advertise the RFP. Director Moore will bring it up during his training at NH Department of Environmental Services on 8/7.
- B. **Thayer Brook bypass** – No updates.
- C. **Bridge projects** – No updates.
- D. **Dams** – No updates.
- 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** – Mrs. Steuwe reports that Mr. McCarty did find the catch basin at the bottom of Arbor Way and that it is in proper working order.
- K. **210 Gilsum Mine Road land merger talks** – No updates.
- L. **Lighting upgrade for Village Station** – Director Moore reports Tim Yergeau from NH SAVES met with him Monday morning to confirm that EE Houghton completed the work and to take pictures of the newly installed light fixtures. They also went to all the Town buildings to see the feasibility of doing this upgrade for all the Town buildings. Mr. Yergeau brought up that they cover air conditioning and heating, and while in the Town office building they discussed how the HVAC unit is in need of repair. Mr. Yergeau informed him that they will do rebates on heat pumps and insulation and weatherization projects. Director Moore is having Mr. Bellows come to look at implementing spray foam insulation at the Village Fire Station (there's currently no insulation in the ceiling or walls). Mr. Bellows will put together a quote and Director Moore will work with Mrs. Gratacos to create a proposal for next year.
- M. **Department & Board**

NEW BUSINESS:

OTHER ITEMS:

DEPARTMENT REPORTS:

Transfer Station, Ambulance, and Parks –

- Ambulance – Director Morre reports someone ran into the barricades on Hill Road again. Mr. Saxton suggests adding this to a list to review with Mr. Trafton (Mrs. Gratacos will do this). The body work for Ambulance 1 has been finished. Director Reynolds will join him on 8/15 at UNH for the Emergency Services Stress Consortium for Mental Health and EMS for the day.
- Parks – The rain has delayed mowing, but he hopes to mow the fields in town on 8/8. Mrs. Gratacos asks when the Highway Garage will be mowed, and Director Moore says he does not mow that space (mowed by Dominic Saladyga), but knows it was mowed 2 weeks ago.

- Transfer Station – Going to a conference for waste permit writing at NHDES 8/7, and a staff member will be joining him.

BOARD REPORTS:

Mr. Kemp – Mr. McCarty asked Hoyle, Tanner & Associates for a painter recommendation and was given contact info for an industrial painting company. He reached out and is awaiting a reply.

Mr. Saxton – He was notified that after Hill Road was graded (and before paving) there was a significant rain that has caused the edges to crumble. Mrs. Gratacos will add this to Mr. Trafton’s list for review. He talked to Foster’s Professional Painting Plus and was informed that they will be here to paint the steeple in September. He also asked about painting the bridge at Vilas Pool and was told they quoted that job back in 2019 and never heard anything, but he will look at it again in September. They are booked solid for 2025, so it wouldn’t be painted until 2026.

PUBLIC COMMENTS/QUESTIONS: Mrs. Gratacos asked Ms. Viegner about her question for Mr. Kemp last week about the budget seeming inaccurate. Mrs. Gratacos clarified that some items don’t have account numbers yet, which is skewing the figures. She, Mr. Kemp, and Mr. Saxton confirmed that the budget is accurate. Mr. Kemp also clarified that our CPA and Auditors make adjustments to be sure that expenses recorded in the correct fiscal year.

INFORMATIONAL:

EXECUTIVE SESSION/S:

Next regular Select Board meeting:	Tuesday, August 13, 2024 @ 5:00 PM, Town Offices, 15 Mechanic Street.
Next FM School Board meeting:	Monday, August 12, 2024 @ 6:00 PM, High School (2nd Monday)
Next 5-Town Select Board meeting:	TBD – Reschedule in progress

On a motion made by Mr. Kemp and seconded by Mr. Saxton ***the Board Chair adjourned the public meeting at 5:32 PM.***

Respectfully submitted,

Shelley Steuwe, Recording Secretary