

TOWN OF ALSTEAD, NEW HAMPSHIRE
Select Board
Approved Minutes for Meeting of April 6 2021 at 6:00 p.m.
Town Hall, 9 Main Street, Alstead, NH 03602

To attend via Google Meet, access code is <https://meet.google.com/hnr-zuns-igp>
Conference call: (978) 990-5000, access code 539083#

SELECT BOARD PRESENT: Mary Ann Wolf; Joel McCarty (in person); Joe Levesque (Google Meets)

STAFF PRESENT: Charlotte Comeau, Office Administrator; Steve Murrell, Police Chief; Wendy Rawling, Police Corporal; Prescott Trafton, Road Agent

COMMUNITY MEMBERS: Judith Willis (on Google Meets); Ben Duffy-Howard; Mike Jasmin; Gordon Kemp; Rich Nalevanko; Marge Noonan; Ray Rawling (in person)

While waiting to call the meeting to order Mary Ann asked if anyone would like to volunteer to say the pledge. Marge Noonan led in the pledge.

CALL TO ORDER: Mary Ann Wolf called the meeting to order at 6:00 p.m.

ACTION ITEMS: Signed bill manifest in the amount of \$328,157.51, payroll manifest in the amount of \$18,432.64, liability manifest in the amount of \$11,280.12, letter to Peter de Villers, PO for TS garage door and for PD ammunition, veteran credit, elderly tax exemption, Warden services bill, contract with BRI for Historical Society roof, intent to cut, report of cuts, appointment papers for zoning board members, and municipal records retention & disposition policy.

OLD BUSINESS: Mary Ann told those at the meeting all of the above that was signed earlier. Rick N. asked what the current process is for destroying records. Charlotte stated that they hire a shredding company.

The next topic on the agenda was the use of town hall for both Friendly Meals and third parties. Joe was concerned about the parking situation. After much discussion, on a motion by Joe, seconded by Joel; ***the Board voted to open Town Hall under the policy in place. The motion passed unanimously.***

Joel stated that Cinde Warmington has not returned his call yet. Joe is still looking into the American Rescue Plan to see if it will cover the mini splits for the office. He is waiting to hear back on whether the emergency grant for fire will be approved.

Next topic was a trash can for Millot Green. Mary Ann stated that she found one for \$75. Prescott had concerns about trash barrels, possibly cigarette butts being thrown in and could catch on fire. If it is attached to gazebo then that could catch on fire. Wendy said she wasn't suggesting to attach it to the gazebo. Mike Jasmin mention pour a concrete slab. Prescott asked what the procedure would be for sharps. The Board asked Charlotte to ask Primex if there is a policy for this. No decision was made at this time to purchase it.

NEW BUSINESS: Discussion took place on an RFP policy. Mike Jasmin mentioned that if we don't have an RFP policy then there is no consistency. Those bidding should have a complete understanding of the project before they bid. Prescott says he tries to follow the state guidelines for RFPs. Prescott says this is something that we need to look further into. Mary Ann will email the Board the 47-page template that Swanzev uses. Prescott stated that if we put an RFP policy in place according to RSA 31:59-a it has to be voted on at town meeting, the Select Board would need to appoint a purchasing agent and we would have to bid everything out.

Mary Ann spoke on the repair or replacement of the stairs on the side of the Municipal building. She stated that she has beige trex she could donate. The Board asked Charlotte if she could call Donald Crump to see if he could do this and provide a quote.

Mary Ann reviewed the current purchase order policy. Prescott said that he felt this needs to be changed because the amounts are too low. Steve Murrell agreed. Rich Nalevanko said maybe there can be an exception policy for emergency situations. Mary Ann will send the policy to the department heads for their input and will discuss this at another meeting.

Mary Ann brought up that a letter was received from Southwest Region Planning stating that Homeland Security Emergency Management is making funding available to update the Hazard Mitigation Plan. The plan needs to be updated every 5 years and this was done two years ago so nothing needs to be done now.

MINUTES FROM PREVIOUS MEETING: Minutes of March 30 and 31, 2021: On a motion by Joel, seconded by Joe; ***the Board voted to approve the minutes as written. The motion passed unanimously.***

PUBLIC COMMENTS: Wendy asked what the town is planning on doing with Bragg Lane. She asked if we could make a park for bike riding, playground and picnic tables, community garden. Joel said the Conservation Commission may have money to help with this, he will talk with them. Mary Ann said we would need someone to spearhead this. Prescott asked if we should purchase a bush hog to put on the back of the tractor, it's about \$5,000. Joel stated this all is a good idea and if we don't have the money in the budget this year for a bush hog then Prescott needs to get a contract and bring it before the voters next year. Gordon said it would be good to get some sort of easement on Bragg Lane in order to access Vilas Pool through there.

Joel mentioned that Fall Mountain is going back to school full time five days a week, all students on April 19th in accordance with the Governor's orders.

Gordon Kemp reminded everyone that there is going to be a community clean-up day at Vilas Pool on April 24th from 10:00 6:00.

INFORMATIONAL:

On a motion by Joel, seconded by Mary Ann; ***the Board voted to adjourn at 7:05 p.m. The motion passed unanimously.***

Respectfully submitted,



Charlotte Comeau, Office Administrator

The next Select Board meeting is scheduled for Tuesday, April 13, 6:00 p.m. at the Town Hall