

**TOWN OF ALSTEAD, NEW HAMPSHIRE**  
**Select Board**  
**Minutes for Meeting of March 24, 2020 at 6:00 p.m.**  
**Municipal Building, 15 Mechanic Street, Alstead, NH 03602**  
**Conference call: (978) 990-5000, access code 539083#**

**SELECT BOARD PRESENT:** Rock Wilson; Mary Ann Wolf; Joe Levesque

**STAFF PRESENT:** Charlotte Comeau, Office Administrator; Prescott Trafton, Road Agent (in person); Brian Hughes, Emergency Management Director; Mike Jasmin, Health Officer (on conference call)

**COMMUNITY MEMBERS ON CONFERENCE CALL:** Stephen Blake; Glen Elsesser; Gordon Kemp; Sharon Phennah (Due to COVID-19 and Governor Sununu's order #12 people may attend meeting via conference call).

**GUESTS:**

**CALL TO ORDER:** Rock Wilson called the meeting to order at 6:00 p.m.

**PLEDGE OF ALLEGIANCE:** At 6:00 p.m. Rock led the Pledge of Allegiance.

**ACTION ITEMS:** Signed payroll and bill manifest; letter from Assessors; Vilas Pool bill for Liberty; Veteran's tax credit application; letter to Trustee of Trust Funds to deposit funds to capital reserve as voted; sign pay rate; agreement for Keene Waste Water; Appointment papers for Matt Saxton and Merrilee Frable; investment policy; assessment data certificate; intent to cuts for John Balla and Mary Ann McLellan; Report of appropriations actually voted; letters pertaining to climate crisis that was voted on.

**DISCUSSION:** On a motion by Mary Ann Wolf, seconded by Joe Levesque; ***Rock Wilson was voted Chairman.***

There were three bids for grinding and paving as follows: Bazin Brothers \$192,500, Arlington Paving for \$206,006 and All States Asphalt for \$195,578.60. On a motion by Mary Ann, seconded by Joe; ***the Board voted to accept the quote from Bazin Brothers. The motion passed unanimously.***

Brian Hughes addressed the board with an update on the COVID-19. He said we are doing everything we need to and that the state guidelines, which we are following, are aggressive compared to most states. If they come down with a shelter in place then we would abide by that. He mentioned for people to let him know if there is anyone symptomatic or has the virus.

Mike Jasmin addressed the Board about his concerns with keeping the town offices open. Suggested we see people by appointment only or only have one person at a time. Julie briefly came into the meeting and stated that she is comfortable with the way things are now. Not many people are coming in and once they leave, she sterilizes everything. Charlotte mentioned that Laura LaMears will be coming in each day to clean things down as well. The Board agreed to leave the way it is for now and reassess at a later time if necessary.

Discussion took place on whether we should get a TAN. Rock asked Charlotte to speak to this. Charlotte said that this would not be something necessary at this point. There is enough money to operate for the next few months even if no money came in at all which won't be the case. She said that she and Hans always monitor this closely and if it comes to that then Hans will apply for a TAN. He has a good repour with the bank and it doesn't take very long to get it if we need to.

Discussion took place on the upcoming deeding that is scheduled for May. On a motion by Rock, seconded by Mary Ann; ***the Board voted not to deed at this time due to the pandemic. The motion passed unanimously.***

The Board talked about using a different method of communication with the public for the next meeting. Joe will look into other options.

Mary Ann presented the Draft Rules of Procedure for Alstead Select Board. The Board signed it. Charlotte pointed out that this was a draft copy and in order to be put in the policy book it would need to be reprinted and resigned without the "draft".

**MINUTES FROM PREVIOUS MEETING:** Minutes of March 9, 2020: On a motion by Mary Ann Wolf seconded by Rock Wilson; ***the Board voted to approve the minutes. The motion passed unanimously.***

**PUBLIC COMMENTS:**

**INFORMATIONAL:** Auditors will be performing audit off-site. Charlotte is gathering requested information and will send a flash drive by mail.

Assessors will still be continuing their data verification procedures but will not be performing interior inspections at this time, but will knock on the door to let you know they are there. They will also leave a door tag.

On a motion by Joe Levesque; seconded by Rock Wilson; ***the Board voted unanimously to adjourn at 6:50 p.m. The motion passed unanimously.***

Respectfully submitted,



Charlotte Comeau, Office Administrator

**The next meeting of the Select Board is scheduled for Tuesday, April 7th at 6:00 p.m.**