

The Alstead Board of Selectmen Tim Noonan and Alan Dustin met in open session on Tuesday May 16, 2017 at the municipal offices at 6:29. Rock Wilson was not present. Tim Noonan called the meeting to order at 6:29.

Jesse Moore from the ambulance department started discussion regarding medical bill collections. Mary Ann Wolf presented a "volunteer HIPPA form" for the Selectmen to sign authorizing her to help with the ambulance billing.

Jesse referred to the email from the attorney which recommend that individuals who have used the ambulance service should not be disclosed to the public under the basic "privacy" exemption under the Right-to-Know Law RSA 91-A:5, IV.

Mary Ann left the document for signature to allow her to help in the billing for the Selectmen to review with Rock at a later time.

Board thinks it's a good idea for Mary Ann to volunteer to help but Jesse did not agree unless things are in code and names of people not revealed.

Jesse brought up that the contract we have with current billing company we use (EMS) is not being used to its fullest potential. The contract originally had that they would send out 3 bills and follow up calls to collect. Previous boards didn't want to hound peoples so they sent a letter telling them to stop pursuing collection after two bills were sent. In order to change this back to the original contract, another letter would have to be sent requesting this.

Tim motioned and Alan agreed to have a letter sent to Carol at EMS allowing her to fulfill the original contract to see if it will help in collecting more money. Jesse will have Carol provide a copy of the original contract.

Jesse has two other billing companies that he can arrange to meet with the Selectmen to present their services but for now they want to wait and see what happens with the current company after they receive the letter.

It was mentioned by the Selectmen that perhaps Mary Ann could go to Claremont and meet with Carol but Mary Ann had already left the meeting. Jesse said that Carol would be happy to meet with Mary Ann.

Jesse had information for Glen regarding replacing the ambulance. Glen still in the process of compiling a CIP list. He will be sending the list to the department heads. He will then arrange for a subcommittee meeting to add anything else and then wants to present it to the select board and planning board.

Jesse presented a contract to give to new members that we pay for course fees under the stipulation that they agree to remain on for a certain period of time or will reimburse the town the specified amount in the agreement. Tim motioned to use the contract, Alan seconded. They asked for the office to run it by the attorney to be sure all is in order.

Jesse requested a new software program that automates the calls and populates information into a report. Currently they have three different computer systems. The cost is \$1,200. Tim asked what line item would he use for this. Jesse said that because it is an updated billing software that it would make since to take it from the insurance billing line. Tim motioned to accept this request, Alan approved.

Jesse mentioned that there are EMT classes in two weeks and the cost is \$680 per person. Bobbie mentioned that the last time there were EMT classes was 15 years ago. Jesse doesn't know at this point how many will need to take the class. Tim and Alan asked if this could be tabled for a few weeks until Jesse has more information on how many will be on the list. Jesse agreed that it could wait and that he will get back with them when he knows how many.

Jesse said that the week of the 21st is National EMS week and Cheshire Hospital will be at Millot Green to teach town employees and the public CPR. He didn't know the time yet but will let the office know so it can be put on the website.

Jesse recommended to the board for employees to be drug tested. There was some discussion about this but no decision.

Selectmen discussed the warranty for the Dodge truck that was presented in the amount of \$3,295 from Keene Chrysler Dodge Jeep. Both Tim and Alan wanted to peruse this but wanted to run it by Rock tomorrow. David will need to give them the check by the end of the week.

Alan reviewed his findings on building maintenance. He went over various repairs and maintenance that he felt needed to be done on Village station and town hall, town garage, east fire station, library, historical building, town offices, transfer station, and Bragg Lane property.

Glen said the next step is to act on something and where to start. Alan mentioned that he was thinking of setting aside to get 10-12 people at town hall and paint for a day and could get it done. He did not want to spear head it up but would be available to do the work. Tim asked if Alan knew anyone and Alan did not. Alan will give it a week and check around and if by next week no one is willing to organize this then they will narrow down what they want done first and put it out to bid.

Old Business:

Presented a quote from Black Top to do shoulder work. Alan and David had spoken to Arlington and that they can do the shoulder work but cost is more than Black top. Alan motioned to use Black Top, Tim agreed.

Proposal was presented for getting crushed road sand from Kmiec's. Per Tim and Alan, the proposal needs to go out to bid for two weeks.

Minutes were read and accepted by Tim, seconded by Alan.

Alan motioned to adjourn, Tim seconded, meeting adjourned at 9:00 p.m.

Respectfully submitted,

Charlotte Comeau