

**TOWN OF ALSTEAD, NEW HAMPSHIRE**

**Select Board**

**Approved Minutes for Meeting of April 22, 2025 at 5:00 PM**

**Town Offices, 15 Mechanic Street, Alstead, NH 03602**

**SELECT BOARD PRESENT:** Joel McCarty, Chair, Gordon Kemp, and Joe Levesque.

**STAFF PRESENT:**

Name	Position	In Person	Google Meet
Misty Gratacos	Town Office Administrator	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Shelley Steuwe	Recording Secretary	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jesse Moore	Director of EMS, Sanitation & Grounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Steve Reynolds	Emergency Management Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Steve Murrell	Police Chief	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cody Lounsbury	Clerk, Town Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Julie Bacon	Town Clerk/Tax Collector	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Prescott Trafton	Road Agent	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**COMMUNITY MEMBERS:** In person: Barbara Viegner, Marge Noonan, Jeanne Brooks, Judith Willis; **Google Meets:**

**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.

**GUESTS:**

**ACTION ITEMS:** Review & sign Bills Manifest (\$264,727.41); address several items in Mail folder

**MINUTES FROM PREVIOUS MEETINGS:** 4/15 meeting minutes were reviewed, amended and approved as amended by the Board.

## **OLD BUSINESS:**

- A. **Washed-out glass** – Mr. Kemp asks for a signed note from Mr. Landry giving permission to the Town to proceed with this project.
- B. **Thayer Brook bypass** – No updates.
- C. **Bridge projects** – Mr. McCarty reports that we received a notice of a 3.5% price increase for the Hill Road bridge.
- D. **Dams** – Mr. McCarty reports that the NHDES permit Request for More Information has been processed. He met with the Dam Bureau who confirmed that we are compliant with how we are proceeding with repairs to the Warren and Vilas Dams.
- E. **Status of property at M11 L2 (abuts Town Hall)** – No updates.
- F. **Fire Dept Policies** – Mr. Levesque reports that he began reviewing digital copies of the policies provided to the Board on 4/15. Mr. McCarty asks Ms. Gratacos to send electronic copies to him to review as well.
- G. **Pine Cliff Rd info/updates** – No updates.
- H. **210 Gilsum Mine Road land merger talks** – Ms. Bacon reports that she is still working on obtaining tax details.
- I. **Complete Streets Information** – Mr. McCarty reports that NHDOT plans to increase the width of the pedestrian lane as part of the 123A project by Vilas Pool.
- J. **Department & Board**

## **NEW BUSINESS:**

**OTHER ITEMS:** Ms. Willis reports that the Library received a \$14,100 grant to put towards humidity mitigation technology.

## **DEPARTMENT REPORTS:**

### **Emergency Management –**

- Director Reynolds reports that Derek from Primex got back to him with recommendations for the safety audits completed today (details of which have been emailed to the Board). All of the buildings were done except Bragg Lane and the Library (no keys to get in). He requests that keys for both buildings be made available for the Highway and Parks Departments. Chief Murrell also requests that one be made available to the Police Department. Ms. Willis suggests keeping one at the Town Office for Highway and Parks use, and Mrs. Gratacos says one should be kept with the Police Department (for 24/7 access by them). Mr. McCarty says he'll work on getting this accomplished for both buildings. Director Moore suggests putting a Knox Box on the gate at Bragg Lane. Mr. McCarty asks him to bring a proposal to the Board to review.
- Director Reynolds received an email from FEMA today about ending the Building Resilient and Infrastructure Communities (BRIC) program.
- He is still waiting on trail maps from the local snowmobile club.
- He reports that Cintas will be here 4/29, and he has asked Director Moore and Mr. Trafton to assist them. He needs contact information for the woman who runs the Food

Shelf now. Mr. McCarty says it is Sue Esslinger and advises that he connect with her on Thursday when she's in, and to ask for a key to the building while he's there.

- Lastly, he will be on Summer Hiatus starting next Tuesday, and will provide his Board reports via email rather than in person at the Selectboard meetings.

### **Highway –**

- Mr. Trafton reports that they are trying to get roads in shape and grading as they can (using Acworth's roller for some of the work).
- This week they put a new floor in the shop office and breakroom/bathroom. In doing this they discovered black mold, which needs to be dealt with professionally.
- Equipment is running well.
- There's a question about who is responsible for putting flags out along Mechanic Street and who is responsible for lowering flags to half-staff. He believes this lives with Parks. Mrs. Gratacos lowered the flags today.
- Mr. McCarty asks for a progress update on pricing the Thayer Brook culvert. Mr. Trafton is working with Ben Northcott at Fuzzy Brothers to get this information. There's an estimated \$100,000 for the aluminum structure, and \$40,000 more for premade footings. Mr. Northcott is working on getting an overall figure for him. As an aside, Fuzzy Brothers is making gravel for the Highway Department now, and will move onto making sand after that.
- Mr. McCarty asks for a progress update on the Hazard Mitigation process for the Thayer Brook bypass. Mr. Trafton says he spoke with Homeland Security and informed them that we're looking at a different angle for mitigation and waiting for financial figures, which they were in support of. He was also reassured that the \$220,000 are still available for repairing the washout to its previous condition.

### **Police Department –**

- Chief Murrell reports that they have received 269 calls to date.
- They are working on getting mandatory training completed earlier than usual this year, since they just found out last month that their training software is being changed to a new software 7/1, which requires some unanticipated additional administrative work.
- At one point the County anticipated transitioning to a new reporting and dispatching program, which would require a similar transition by the Town, but that has been postponed to be discussed further.
- Mr. Levesque asks if the new part-time officer needs a bullet proof vest. Chief Murrell says yes, he does as well, and can provide a cost estimate next week.

### **Town Office Administrator –**

- Mrs. Gratacos reports that the Ambulance Department has the opportunity to write off bills for hardship situations. She proposes that her office work with the Ambulance Department and those residents to see if there is anything the Town can do with the Welfare budget to help with these before writing the bills off. A discussion ensued where

the group was supportive of this initiative. The Board approves to move forward with this unanimously.

- She received an email asking the Town to help pay for the porta potty for the Millot Green for the baseball season. Mr. Kemp says he replied to this email asking for a cost estimate. The Board approves unanimously to split the cost for the porta potty.
- The FMRSD student who is interested in the temporary Recording Secretary position plans to attend a Selectboard meeting after Spring Break.
- She was asked to write a check to one of the land owners who has signed off on a right of way easement.

### **Transfer Station, Ambulance, and Parks –**

Director Moore reports that:

- Ambulance –
  - They have received 79 calls to date. The Meadowood Fire Training Center in Troy has reopened. They'll be doing fire and ambulance classes which some of his staff will attend.
  - As an aside, Mr. McCarty wants to note that Harm Reduction Kits are available through Director Moore if anyone in the Town needs them.
- Parks –
  - He cleaned the top parking lot by the Town Office building and the lawns.
  - Blake Allen came to rotatille the baselines on the baseball field.
  - He's hoping to get the newly acquired used mower ready tomorrow.
- Transfer Station –
  - The new State signs have been put up.
  - Cardboard bales went out today.
  - Mr. Kemp asks where we're at with getting rid of the plastic bales. Director Moore said they are trying to find buyers.

### **BOARD REPORTS:**

#### **Mr. Kemp –**

- He is working with Barry Bellows to get the Fire Department repairs going.
- He asks Mrs. Gratacos what she found out about Payroll Matters having legal counsel available, and she said they do not.
- The Marlow Ambulance has not updated Dispatch yet about Alstead's offer to move up the Mutual Aid list for 90 days.
- Mary Lou Huffling's memorial bench funds have been raised and the bench ordered. It should be ready to install in a week and a half. He will connect them with Director Moore to arrange installation.
- It was discussed during one of the Ambulance Feasibility Study Committee meetings that all Town employees should have a picture ID. Mrs. Gratacos is working on getting

information about ordering and cost. Selectboard members will have their term date listed on their IDs.

- He is waiting for input and edits on the Sign Trailer Policy, and will revisit that on 5/6.
- He asks Ms. Gratacos if all the budget information has been entered into the DRA portal. She said she is working on it.

**Mr. McCarty –**

- He proposes making the mold situation at the Highway Garage an immediate task to solve. He will work on getting some consultation up there right away.
- He reports the Town has obtained a CPA to help close out the books for previous years.
- He met with NHDOT on 4/21 regarding the 123A project. They talked about relocating utilities (2 poles) to the side of the road opposite the water.

**Mr. Levesque** – He emailed the Board a proposal for the final ARPA report. He would like to get the report submitted before 4/30. The rest of the Board will review it tonight.

**PUBLIC COMMENTS/QUESTIONS:**

**INFORMATIONAL:**

**EXECUTIVE SESSION/S:** RSA 91-A:3, II (c)

On a motion made by Mr. McCarty and seconded by Mr. Levesque, ***the Board voted by roll call (Joel – y; Joe – y; Gordon – y) to enter non-public at 6:37 PM pursuant to RSA 91-A:3, II (c).***

On a motion made by Mr. McCarty and seconded by Mr. Kemp ***the Board voted to leave the non-public session at 6:49 PM. The motion passed unanimously.***

On a motion made by Mr. Levesque and seconded by Mr. Kemp ***the Board Chair adjourned the public meeting at 6:50 PM.***

**Important Upcoming Events/Meetings**

Date/Time	Subject	Location	Notes
April 24 at 6:00 pm	Public Hearing re: 123A	Town Hall; 9 Main Street	
April 29 at 5:00 pm	Selectboard Meeting	Town Offices; 15 Mechanic Street	
May 12 at 5:30 pm	FMRSD School Board Meeting	High School Library	2nd Monday of each month

Respectfully submitted,

Shelley Steuwe

Recording Secretary