TOWN OF ALSTEAD, NEW HAMPSHIRE
Select Board
Approved Minutes for Meeting of April 25, 2023 at 6:00 p.m.
Town Hall, 9 Main Street, Alstead, NH 03602

SELECT BOARD PRESENT: Joel McCarty, Matthew Saxton, Gordon Kemp.

STAFF PRESENT: In person: Mike Jasmin, Health Officer; Kim Kercewich, Fire Chief; Jesse Moore, Ambulance Chief; Stephen Murrell, Police Chief; Darren Perlongo, Deputy Emergency Management Director; Steve Reynolds, Emergency Management Director; Mary Schoppmeyer, Office Administrator; Bobbie Wilson, Ambulance Lieutenant.

COMMUNITY MEMBERS: In person: Jordan Cannon, Jim Gordon, Mark Mastrocinque, Rich Nalevanko, Barb Viegener, Judith Willis. **Google Meet:** None.

GUESTS: None.

CALL TO ORDER: The Pledge of Allegiance was recited and Mr. McCarty called the Select Board meeting to order at 5:00 PM, thanking Mr. Kemp for the refreshments.

ACTION ITEMS: Signed two pay rate sheets (Library, General Government departments). Signed one timber cut intent (M63 L1). Signed five timber tax levies (M52 L2, M4 L12, M53 L4, M4 L9A/B/C, M18 L5B) and one gravel tax levy (M25 L4). Reviewed and discussed a DOT solicitation letter asking if the Town is interested in applying for additional bridge funding for future bridge projects (2026-2027 time frame). Signed the construction contract for the Vilas Pool Pavilion rot repairs. Signed one deputy forest fire warden appointment.

MINUTES FROM PREVIOUS MEETINGS: Minutes of April 18, 2023 - These corrections were requested: Under Vilas Pool, correct the date of opening to Thursday June 1, with the Vilas School semi-formal on Friday June 2; remove the extra clause at the end the sentence about hiring two adult hosts; and correct 123 to 123A in the first report under Board Reports. On a motion made by Mr. Saxton and seconded by Mr. McCarty, ***the Board voted unanimously to approve the minutes as corrected.***

OLD BUSINESS: DOT Solicitation Letter - The Board received a letter from DOT soliciting interest in additional funding for future bridge projects. The letter specifically referenced the red-listed Drewsville Road bridge over Darby Brook. The current MOBIL Bridge project is focused on the Comstock Road and Hill Road bridges over Darby Brook (also red-listed). During a visit to Concord the previous Wednesday, Mr. McCarty asked DOT to review the most recent inspection reports and recommend which bridge to replace first. Their recommendation was the Drewsville Rd. bridge because it has been red-listed the longest (2012). There was additional discussion about the logistics of the projects and choosing which bridge(s) to replace first. **Fire truck repair - **Chief Kercewich reported that repairs have begun and inspection revealed a bent pump shaft. A new shaft, seals, and bearings are on order. There is no timeline and no budget. **MOBIL bridge project - **Hoyle Tanner's fee and scope proposal is in hand; the state will review and comment next week. Planning and Zoning Administrator hiring process: Work in progress. **Generator policy and assessment questionnaire - **Work is complete on these items and the policy is ready for signatures. **Joint Loss Management Committee - **This is a mandatory committee that employs quarterly meetings to discuss and maintain a town safety manual. The Board has asked the Emergency Management Director to lead this effort. **Lily Pond timber tax levy - **The tax warrant generated using the DRA process is consistent with DRA and local forester opinions; Mr. Kemp summarized the process and the tax levy aspect of the matter is considered resolved. Environmental violations are still suspected and separate explorations are under way. **Vilas Pool pavilion repair - **Mr. Kemp reviewed the process used to select the contractor and summarized the repairs to be made.

DEPARTMENT REPORTS: Vilas Pool summer program - **Ms. Wilson reported that the committee has hired 6 local young people to work at the park this summer. The committee also re-hired park host Louis LeMay and an assistant park host. The committee has five members; two need to step down and the committee nominates one replacement, Carolyn Urbanski. On a motion made by Mr. Kemp and seconded by Mr. Saxton, ***the Board voted unanimously to appoint Ms. Urbanski to the Vilas Pool committee.* **Fire Department - **Chief Kercewich reported that member Jason Antos has been trained as Deputy Forest Fire Warden and the Board's approval is sought via today's action items. **Police Department - **Chief Murrell reported that call volume is increased by 22.5% to date over last year. There is an uptick in mental health crises. Mr. McCarty noted that there are local options for sustaining the mental health of first responders. There was additional discussion of the categories of calls received and trends observed. **Ambulance Department - **Chief Moore reported that he is working with Springfield Hospital on developing a program for training first responders in psychological first aid. The budget is tight and call volume is high. The second ambulance delivery is on schedule. Equipment for the new ambulance is delivered and waiting; some items are not

needed and will be returned. Next week the chief plans to submit to the Board the list of 2022 uncollectible bills for write-off. Mr. McCarty asked whether, if the ambulance team trains for the mental health first aid, we can bill Medicare for reimbursement for providing those services. Chief Moore didn't know the answer but promised to follow up at his next meeting, then departed for that meeting. **Emergency Management -** Director Reynolds observed that higher call volume is expected to impact the already-tight budget later in the year. There are non-traditional grants that might help free up money to be used against the budget bottom line later in the year; research is ongoing. One goal of the assessment is to help identify ways to improve master planning to minimize the size of warrant articles over time. Efforts are in progress to increase engagement with the public across departments. Alstead's emergency services are number one in the county – they are looking at ways to get that word out. Maintenance records will be shared with the Road Agent for inclusion in the vehicle maintenance database tool; a licensing increase will be necessary to accommodate the additional vehicles. Another goal of the assessment is to improve recruitment, review policies, and provide adequate training without undue burden on the budget and with appropriate transparency. The committee is also exploring options for housing two ambulances; work is in progress. Improving communications - the Board might consider requesting a standard report from the first responder department heads that can be included in minutes.

BOARD REPORTS: Tri-town Recreation - Working on getting insurance certificate and memo of understanding re: maintenance of the ball field; work in progress. **Email policy -** Mr. Kemp summarized an email policy that he drafted, which was then discussed. The Board agreed to table adopting the policy for a week to allow more time to consider it. **Summer paving -** Mr. McCarty reported that the DOT has notified towns of paving on 123A to be done this summer. **Paid holiday for part timers -** Mr. Kemp reported that he met with Chief Murrell and they made some progress on the policy; work in progress. **Municipal Records Committee -** Mr. Kemp raised this question at the Five-Town Select Board meeting and learned that none of the other four towns has a committee, but they do have policies; work in progress. **Qualified immunity -** Mr. Kemp reported that Alstead has a policy in place already so no further effort is required. **Web site update -** Mr. Kemp suggested that some web site updating tasks could be shared and requested credentials that would allow him to post changes to the site. The Board agreed by consensus and the Admin will arrange credentials. **Freon disposal -** Mr. Kemp reported an interaction with a transfer station customer who wanted to remove all the ACs and remove the freon for less money than we currently pay for that service. Mr. Kemp referred the customer to TS Consultant Hoy. **Tax deeding -** The tax deeding meeting with the Town Clerk will be held Wednesday May 10th at 10 AM at the Town Offices. **SB meeting alternatives -** Mr. Kemp proposed considering alternate Select Board meeting times. Mr. McCarty's proposal was to hold the Select Board meeting that falls during payroll and billing weeks at the Town Offices at 10 AM, to open the meeting to a different group of attendees and ease administrative burden. Much debate ensued. *On a motion from Mr. Kemp that was seconded by Mr. McCarty, **the Board voted 2-1 to change the regular meeting time to 6 PM, beginning with the May 2 meeting.*** **Electronic support for online attendees -** There was prolonged discussion about the audio quality and other aspects of attending the Select Board meetings electronically, and ways to improve that experience. Mr. McCarty plans to explore a device called an owl and to consult the IT company for other options to consider. **Pratt Rd. Subdivision site visit -** The Planning Board conducted a site visit to the location of a Pratt Road subdivision application. Abutters were heard and questions were answered. The Board will finalize its response to the application at the May meeting, to be held on May 15, 2023 at 6 PM at the Town Offices. Mr. McCarty commended the Planning Board's efforts to hear abutters concerns. **Concord visit -** Mr. McCarty met with the DOT and Dept of Natural and Cultural Resources (DNCR) engineers who are designing the 123A rework next to Vilas Pool; while it might not be built quite on the time frame previously expected, the design work continues and funding sources continue to be explored. **Library -** Trustees still not close to agreement on the 2021 reimbursement. Melanson's found and fixed a leak that was affecting the spiral staircase during their spring roof inspection. **Moose plate grants for 2023 -** If no other departments plan to apply for one, Mr. Kemp plans to submit a letter of intent to apply for another grant. **Town forester -** Mr. McCarty reported that Peter Renzelman has offered to serve as a volunteer Town Forester to provide consult to the Board on forestry-related issues. On a motion from Mr. Saxton that was seconded by Mr. McCarty, *the Board voted unanimously to appoint Mr. Renzelman as volunteer Town Forester.* **Asplundh tree work -** A resident expressed some upset about utility tree cutting activity, reporting inconsistent treatment of like-marked trees and the tree crew leaving their trash behind.

INFORMATIONAL: The next regular meeting of the Select Board is scheduled for Tuesday, May 2, 2022 at 6:00 p.m. Acworth will host the next Five-Town Select Board meeting on Friday July 28, 2023, time to be determined.

PUBLIC COMMENTS: Mr. Nalevanko asked if any progress had been made with investigating a possible error in the tax bill on the Alstead Senior Housing for last year. Investigation with the assessor is in progress.

EXECUTIVE SESSIONS: On a motion made by Mr. Kemp and seconded by Mr. McCarty, *the Board voted by roll call (Mr. McCarty– y; Mr. Saxton – y; Mr. Kemp - y) to enter non-public session at 6:38 p.m. pursuant to RSA 91-A3, II(a) – compensation of a public employee.*

Before exiting the non-public session, the Board reviewed the minutes of the session and signed them.

On a motion made by Mr. Kemp and seconded by Mr. Saxton, *the Board voted unanimously to leave non-public session and return to public session at 6:53 p.m.*

On a motion made by Mr. Kemp and seconded by Mr. McCarty, *the Board voted by roll call (Mr. McCarty– y; Mr. Saxton – y; Mr. Kemp - y) to enter non-public session at 6:54 p.m. pursuant to RSA 91-A3, II(d) – acquisition, sale, or lease of real or personal property.*

Before exiting the non-public session, the Board reviewed the minutes of the session and signed them.

On a motion made by Mr. McCarty and seconded by Mr. Saxton, *the Board voted unanimously to leave non-public session and return to public session at 7:02 p.m.*

On a motion made by Mr. McCarty and seconded by Mr. Saxton, *the Board Chair adjourned the public meeting at 7:03 p.m.*

Respectfully submitted,

Mary Schoppmeyer

Mary Schoppmeyer, Office Administrator