

**TOWN OF ALSTEAD, NEW HAMPSHIRE**  
**Select Board**  
**Approved Minutes for Meeting of May 16, 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:** Ben Hoy, Transfer Station Consultant; Kim Kercewich, Fire Chief; Jesse Moore, Ambulance Chief; Stephen Murrell, Police Chief; Mary Schoppmeyer, Office Administrator; Prescott Trafton, Road Agent; **Google Meet:** Bobbie Wilson, Ambulance Lieutenant.

**COMMUNITY MEMBERS: In person:** Lawrence Howard, Mark Mastrocinque, Rich Nalevanko, Barb Viegner, Scott Schadler, Joe Levesque & Judith Willis. **Google Meet:** None.

**GUESTS:** Bill Blaiklok re: Bragg Lane trail rehabilitation

**CALL TO ORDER:** The Pledge of Allegiance was recited and Mr. McCarty called the Select Board meeting to order at 6:01 PM. Mr. McCarty extended the Board's congratulations to Ms. Howard, whose son recently graduated from college.

**ACTION ITEMS:** Signed two Vilas Pool pay rate sheets, five Election Checklist pay rate sheets, and one Planning & Zoning pay rate sheet; Signed eleven 2022 Ambulance pay rate sheets; Signed one Land Use Change Tax bill and warrant (M12 L1); Signed request from PD to Trustee of Trust funds for PD Capital Reserve disbursement per 2022 Warrant Article #14 - \$25,000; Signed request from Ambulance Dept. to Trustee of Trust funds for Ambulance Capital Reserve disbursement per 2023 Warrant Article #5 - \$180,000; Signed the auditor's agreement letter; Signed one Forest Fire Report & Bill (will not be reimbursed for half); Signed one current use application (M10 L2, M10 L2-B).

**MINUTES FROM PREVIOUS MEETINGS:** Accept: NPS Minutes of May 9, 2023 – two sets (already signed by the Board). Approve: Minutes of May 9, 2023. No changes were requested. On a motion made by Mr. Saxton and seconded by Mr. Kemp, ***the Board voted unanimously to accept the non-public minutes as approved and to approve the regular minutes as submitted.***

**TRAIL REHABILITATION:** Mr. Bill Blaiklok handed out a map of the Bragg Lane trail that he is requesting permission to rehabilitate, with some assistance from the highway department for mowing. Discussion followed that touched on insurance liability, access to the survey map, a master plan via the Planning Board, and a walking bridge to connect the trail to the green. The Board agreed by consensus to proceed with the project pending a positive response from Primex regarding liability.

**OLD BUSINESS: Fire truck repair** – Chief Kercewich reported that all parts are in hand and the technician is ready to complete the repairs. The auditors confirm the happy news that ARPA funds can be used to pay the repair bill. **Bridge projects** – Mr. McCarty explained that Hoyle Tanner expects to complete the work that their proposal describes in this calendar year, so invoices to be paid and subsequently reimbursed are imminent. We are working on setting up our books to properly track those expenditures and reimbursements. A public meeting will be held in a few weeks to authorize the full project cost. **Five-Town bulk fuel numbers** - Due 5/26; still waiting for additional information about additional years from Irving; Sharon will follow up. **Selecting a realtor for Caldwell Pond property sale** – There was no response from NH Association of Realtors to Mr. McCarty's inquiry. **Summer Select Board meeting location rotation:** The Transfer Station is eliminated from the suggested rotation of location options for safety reasons.

**NEW BUSINESS: Storage containers for antique vehicles** – The Board seeks a solution for housing active emergency equipment, and a storage container has been proposed as a temporary solution for storing antique/parade equipment until a more permanent solution can be implemented. Discussion covered the topics of a memo of understanding between the Town and the Alstead Fire Association, the role of the Safety Committee (Joint Loss Management Committee) in the process, insurance liability, the desire for East Alstead residents to have a say about the placement of the temporary container, and the possibility of using grant funds to either expand the East Station or create a permanent storage/display facility, and the possibility of a donor top pay for the container.

**DEPARTMENT REPORTS: Executive** – Ms. Schoppmeyer reported that this is audit week and the auditors from Vachon-Clukay are on site Monday through Wednesday. **Highway** – Mr. Trafton reported that the motor for the incapacitated 2015 Dodge truck has been ordered and Shamrock Diesel will get to the installation when they can; that the department tried grading but it was too dry to complete it successfully; that he has been working closely with FEMA to complete the disbursement of our 2021 flood reimbursements; that culvert installation will commence on Gilsum Mine Road this week with paving to happen in July. Mr. Trafton further noted that he reported the mishap that damaged the backhoe door to Primex and that he is hoping that the repairs to the Dodge can be paid for with ARPA funds. Mr. Levesque observed that during his conversations with the auditors this week, he was assured that both the truck repair and the re-purposing a highway vehicle to a Fire Department vehicle can be paid for with ARPA funds. The Board requested that the department advise the school about the road work and delays. Mr. McCarty reported that Walpole’s road agent volunteered to grade Comstock Road if he could borrow our grader; Mr. Trafton will reach out. **Fire Department** – Chief Kercewich reported one call for an illegal burn that turned into a small brush fire on Walpole Valley Road and he reminded everyone that things are dry and fire danger is high right now. The Chief observed that call volume in May is at forty-eight (48) runs, which is about half of one of the busiest years ever. **Ambulance** – Chief Moore reported that call volume is at sixty-two (62) calls, which is three calls behind last year at this time. He added that the outfitting (\$23,679.94) of the second ambulance (\$153,500) is completed except for the medication vault and it is ready for delivery and decaling (about \$2000). Anyone with ideas or graphics that might be included in the mural wrap can send ideas to Bruce Bellows. **School Board** – Mr. Levesque reported that the Fall Mountain Business Manager has tendered her notice and the school now seeks a candidate to fill the position. **Transfer Station** – Mr. Hoy reported that the station has a newly-trained weighmaster.

**BOARD REPORTS: Temporary financial measures policy** – Mr. Kemp read a proposed temporary policy intended to increase department heads’ attention to the stewardship of this year’s tight budget. The goal is to have department heads come in and talk to the Board about authorized, non-emergency overtime or purchases over \$1500, even if they are not overspending a budget line. Chief Murrell noted that a certain amount of overtime is already built into this year’s PD budget. There was additional discussion about the highway gravel budget. **The Board agreed by consensus to adopt the temporary policy.** **Tax maps** – Because the AXIS/GIS maps on our web site are outdated, Mr. Kemp plans to arrange for a meeting with the tax mapping firm and any other vested parties to determine how best to update them. **Municipal Records Committee** – Mr. Kemp learned that there was at one time a committee that did produce a policy that identified the various record types and a retention schedule, but did not designate the responsible party. He would like to work with Mr. McCarty when he is not traveling to add the information about the responsible party to the existing policy. **Propane question:** Friendly Meals Propane seems to be over budget. The Administrator indicated that the business office is looking into it and mis-categorization is suspected. **Revenue comparison** – Can the revenue reports include a comparison with our projected revenues? Ms. Schoppmeyer will discuss the idea with the auditors while they are here. **Accident reporting policy** - Chief Murrell reported that he and the Office Admin are working on language changes to the existing policy in the employee manual as well as the town reporting form to improve clarity and requirements. They expect to present the proposed changes at next week’s meeting. **Zoning** - Mr. Saxton reported that he has been working with a resident who is replacing a mobile home about possibly moving the old mobile home to the Well Hill co-op; discussions are in progress. Mr. McCarty asked Mr. Saxton to follow up on a driveway permit zoning concern. **Well Hill Co-op** – Mr. McCarty reported that the grant application process for waste water treatment assistance at the co-op is stalled and might need additional encouragement on his part. He noted that a building permit for a co-op resident was denied and must proceed to the Zoning Board for further consideration. **Vilas Dam** – Alstead resident Kate Buckman, PhD has offered to work with Joel to help get the Vilas Dam upgraded to a point that would make the Department of Transportation happy. Ms. Buckman works for the Connecticut River Commission. Mr. Levesque volunteered to look into a FEMA hazard mitigation grant. **Library** – Mr. McCarty hopes to see a proposed agreement from the Library Trustees for consideration at next week’s meeting. **Town Clerk audit** – Mr. McCarty reported that the NH Department of Motor Vehicles was on site to audit the Town Clerk’s operations; no result was available yet. **Vilas Pool** – Mr. Kemp reported that Bellows Construction Inc. has begun work on the rot problem at the Vilas Pool Pavilion (paid for by the Moose Plate grant that the pool was awarded). The Fall Mountain JROTC troop will assist with cleanup again this year.

**PUBLIC COMMENTS:** Mr. Nalevanko asked about the negative number reflected in the School Tax revenue line item. Ms. Schoppmeyer will follow up.

**INFORMATIONAL:**

- The Select Board will hold a public meeting on Monday, May 22<sup>nd</sup> at the Town Offices conference room to discuss the organizational chart at the Transfer Station.
- The next regular meeting of the Select Board is scheduled for Tuesday, May 23<sup>rd</sup>, 2023 at 6:00 p.m.
- Acworth will host the next Five-Town Select Board meeting on Friday July 28, 2023, time to be determined.
- The next Fall Mountain School Board meeting is Monday, June 12<sup>th</sup> at 6 PM at the high school (second Monday of the month).
- The next Fall Mountain Budget Committee Meeting is Tuesday, June 20<sup>th</sup> at 6 PM at the high school (third Tuesday of the month).

**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 7:43 PM pursuant to RSA 91-A3, II(c) – reputational.***

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. McCarty, ***the Board voted unanimously to leave non-public session and return to public session at 8:34 PM.***

On a motion made by Mr. McCarty and seconded by Mr. Saxton, ***the Board Chair adjourned the public meeting at 8:35 p.m.***

Respectfully submitted,



Mary Schoppmeyer, Office Administrator