

TOWN OF ALSTEAD, NEW HAMPSHIRE
Select Board
Approved Minutes for Meeting of April 4, 2023 at 5:00 p.m.
Town Hall, 9 Main Street, Alstead, NH 03602

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

STAFF PRESENT: **In person** – Jesse Moore, Ambulance Chief; Steve Murrell, Police Chief; Steve Reynolds, Director of Emergency Management; Mary Schoppmeyer, Office Administrator; Prescott Trafton, Road Agent; Bobbie Wilson, Ambulance Lieutenant and Supervisor of the Checklist. **Google Meet** – None.

COMMUNITY MEMBERS: **In person** – Glenn Elsesser, Joe Levesque, Rich Nalevanko, Marge Noonan, Jude Willis, and others; Representatives from the six companies that submitted paving bids: All States, Bazin Brothers, BDM, GMI, Pike, R&D. **Google Meet** – none. **Conference call:** Laura Schadler.

PLEDGE OF ALLEGIANCE and CALL TO ORDER: The pledge was recited and ranking member Mr. McCarty called the Select Board meeting to order at 5:00 p.m.

ACTION ITEMS: Signed manifest for 4/7 payroll (\$40766.09). Signed manifest for 4/7 payroll tax liability (\$8299.04). Signed 4/5 payables manifest (\$48,391.69). Signed one excavation intent 23-009-01 E (sixty-five thousand cubic yards).

Mr. McCarty welcomed new member Gordon Kemp to the Board. Mr. Kemp observed that the board needed to fill the Chair position and nominated Mr. McCarty. Mr. McCarty accepted the nomination. On a motion from Mr. Kemp that was seconded by Mr. Saxton, the Board voted to accept the nomination and Mr. McCarty took the floor as Board Chair.

Mr. McCarty immediately acknowledged and welcomed guests from the six companies that submitted sealed bids for the 2023 Gilsum Mine Road paving project: Pike, Bazin Brothers, All States, R&D, BDM, and GMI Asphalt. Mr. McCarty clarified that the project is divided into the phases of milling, reclaiming, and paving (P1, P2, and P3 respectively), each of which has a unit cost expressed as a ton or mile, for which bidders were asked to submit separate figures. This is by design so that all bidders are using the same terms. The bids were unsealed and Mr. McCarty read them out as follows:

Pike	Bazin Brothers	All States	R&D	BDM	GMI Asphalt
P1: \$ 19,712	P1: \$ 18,480	P1: \$ 18,480	P1: \$ 26,488	P1: \$ 18,480	P1: \$ 26,488
P2: \$ 41,580	P2: \$ 18,480	P2: \$ 27,720	P2: \$ 37,884	P2: \$ 32,340	P2: \$ 46,200
P3: \$385,362	P3: \$441,459	P3: \$408,532.50	P3: \$435,849.30	P3: \$453,654	P3: \$485,848.80
\$446,654	\$478,419	\$454,732.50	\$500,221.30	\$504,474	\$558,536.80

Mr. McCarty noted that the Pike bid included notes. Road Agent Prescott Trafton thanked all bidders for their submissions and asked for a minute to review the notes, which he read aloud. He also acknowledged feedback received already about the bid request and invited further feedback from all bidders so as to refine Alstead’s bid requests and improve the process. One bidder suggested clarifying the language in the bid request to indicate whether the necessary insurance certificate is supposed to be provided with the sealed bid or upon acceptance of the desired bid. The Road Agent praised the reputations of all bidders, observed that the lowest bidder is Pike, and recommended accepting Pike’s bid. There was additional discussion and feedback from the bidders. Mr. Trafton will share information with all bidders as soon as possible. Mr. McCarty acknowledged the Road Agent’s recommendation and noted that all bids met the stated requirements. On a motion from Mr. Kemp that was seconded by Mr. Saxton, **the Board voted unanimously to accept the Road Agent’s recommendation to award the contract to Pike as the lowest bidder.** There was discussion about the escalation price. The Board thanked all of the guest bidders for their submissions and their time and invited them to partake of the snacks as they departed. There was additional debate about constructing the bid request. The Board concluded the bid conversation by thanking the Road Agent for all his efforts on the bidding process.

MINUTES FROM PREVIOUS MEETINGS: Minutes of March 21, 2023: No changes requested. On a motion made by Mr. Saxton and seconded by Mr. McCarty, **the Board voted 2-0 to approve the minutes as written, with Mr. Kemp abstaining.**

OLD BUSINESS: Fire truck: Mr. McCarty noted that despite the fact that warrant article #18 passed, legal advice indicates that the town cannot fix the fire truck using capital reserve monies. According to the language used to create it, the fund is intended for purchasing equipment and not for repairing it. The question becomes whether the repairs can be funded from other sources; Mr. McCarty plans to investigate. Mr. Levesque noted that he is still waiting to hear if we can use ARPA funds to repair the truck. Mr. Nalevanko suggested considering revising the language that describes the capital reserve fund intent at a future date. **Bridge project:** Mr. McCarty asked whether the letters of regret/congratulations have been sent to the MOBIL bridge engineering firms that responded to the request for qualifications; the Admin indicated that the appropriate templates had not yet been found and efforts are under way to locate them.

BOARD REPORTS: NH Safety inspector visit: Mr. Saxton described a visit by a Mechanical Safety inspector from the New Hampshire Professional Licensure and Mechanical Licensing Board who noted that he had visited a construction site that was employing a Massachusetts-licensed plumber and that while the building permit clearly states this the State of NH requires people to use NH-licensed contractors. During the conversation it was noted that homeowners can do the work themselves under the advice of any licensed professional. People are supposed to use NH-licensed professionals who are familiar with NH code. **Investment policy:** The investment policy being signed at this meeting is simply a copy of the existing policy, without revisions, being signed by the new board. It is an effort to ensure that the policy is on the minds of the Board as they go about the town's business. Mr. Kemp observed that probably all of the town's policies should be reviewed. **2nd Signatory:** Mr. McCarty nominated Mr. Kemp as backup check signer in the event that the Treasurer is not available. The town does not have a second signatory as backup, and the bank recommends it. Mr. Saxton recommends that this be the responsibility of the Chair; this means that the paperwork would need to be resubmitted should the Chair position change. After additional discussion, ***the Board agreed by consensus that the Board Chair should be the second signatory.*** **Transfer Station:** Mr. McCarty noted that TREX's revisions to the proposed baler contract are not acceptable because it requires a cash outlay from the town and no warrant article was considered for this purpose this year, so it's unlikely that this is possible given current budget constraints. He is inclined to continue negotiating. Mr. Kemp indicated that he would like to see a financial analysis. After additional discussion ***the Board agreed by consensus to instruct the Transfer Station Consultant to continue negotiations.*** **Stipend clarification:** During Town Meeting deliberative session, the Select Board stipends that were added back into the budget included the 4.5% increase, which is inconsistent with the other stipends and with stipends in general. The admin needed clarification in order to correctly process the payroll. **Planning/Zoning Administrator position opening:** Mr. Saxton reported that the Admin position for the Planning and Zoning boards is opening after 17 years, and that the current Administrator will help to train a replacement. There was additional discussion about the need for more filing space for planning and zoning as well as other committees and boards. **Ex-officio** - Mr. Kemp asked to be appointed ex-officio to the Planning Board and the Vilas Pool Committee; ***the Board agreed by consensus.*** **Generators** - Mr. Kemp proposed that the town generators be added to the Capital Improvement Plan. Mr. McCarty noted that a capital reserve fund should probably be created for them and speculated that the generators should be added to the Primex list of town exposures. **Ambulance housing** - Mr. Kemp suggested that the Emergency Management team begin deliberating how to house the new ambulance; Mr. Reynolds agreed to add it to the OEM meeting agenda.

AMBULANCE DEPARTMENT: Chief Moore reported that the new ambulance will be delivered by May 31st. Further, he gave Mr. Kemp a binder of the ambulance policies to review; efforts are underway to update the policies in order to accomplish paramedic licensing this year. Additional building security measures will also be necessary to meet licensing requirements. He is completing a survey from the state about what the state can do to improve retention and funding at the state level.

EMERGENCY MANAGEMENT: Mr. Reynolds reported his progress on investigating the information needs associated with evaluating Alstead's emergency response capabilities. He noted that the ISO number is needed for the Fire Department; the Fire Chief has this information. He is preparing the information for the Office of Emergency Management meeting. Mr. McCarty asked him to make sure that all necessary parties are informed of the meeting date and time which is April 20, 2023 at 5:30 at the Town Office conference room. The Board commended Mr. Reynolds for his efforts.

POLICE DEPARTMENT: Chief Murrell reported that call volume remains steady and radio issues have been addressed. He indicated that the five-hundred-gallon propane tank that supports the generator for the communications tower on Cobb Hill Road is undersized for the town's needs and plans are being made to replace it with a thousand-gallon tank. Lettering of the new cruiser has been completed and the department is happy with the performance of the new vehicle. The older cruiser that broke down recently is also performing satisfactorily. Additional discussion took place regarding what to do

with the replaced cruiser and the need to be open to debate about how to respond to the unanticipated increases in call volume.

ELECTIONS: Mr. McCarty reported on the Moderator's behalf that the election process went smoothly and that of the 19 people who assisted with the election, 14 declined to be compensated. Mr. Saxton reported that 1600 ballots were counted. The Moderator was pleased with the enthusiasm and efficiency of the team. The Supervisor of the Checklist also indicated that her side of the election is finishing smoothly.

HIGHWAY DEPARTMENT: FEMA - The Road Agent reported that the latest FEMA information is the 2021 flood total cost was four hundred and sixty thousand dollars, of which FEMA pays 90% or four hundred ten thousand dollars. We have received a small portion so far with the remainder due in June, barring unforeseen complications. **New truck warrant article** - Prices on 10-wheel trucks are rising making it difficult to meet the two-hundred-fifty-five-thousand-dollar limit. It is hard to hire a CDL driver that does not have a class B license with an automatic restriction (that is, a driver licensed to operate a standard transmission in a large truck). He is working on ways to move forward within the warrant article limits with a delivery time frame of the end of this year. Answers are needed from DRA and legal; the admin is tasked with helping to get those answers. Timing of the answers affects the ability to get the truck this year versus next year. **Dodge truck repair:** 13k motor, 22K labor compared to 78K for a new CV via a municipal lease - the department can't go into next winter without this salt truck. Mr. McCarty will inquire of NH DOT whether highway block grant money can be used to repair the vehicle. If we can use it, we must likely adjust our anticipated revenues for this year. Mr. Elsesser asked for the VIN of the damaged vehicle and associated details for the Capital Improvement Plan.

PUBLIC COMMENTS: Mr. Nalevanko noted that he had read through the 2022 Audit Report; there was additional discussion of the report contents. He did not find any information about the Community Block Grant money that the town received that was then loaned to the builders of the Alstead Senior Housing development and wants to know where that asset is accounted for in the town's financial records. Arrangements were made to investigate further. Mr. Elsesser reiterated his request to remove the Revision Energy information from the town web site and asked about the status of the PA-67 filing that is required from the Alstead Senior Housing property manager (in hand).

VILAS POOL: Mr. Kemp requested that a page for Vilas Pool be added to the town web site.

INFORMATIONAL: The **next regular meeting** of the Select Board is scheduled for Tuesday, April 11, 2023 at 5:00 p.m. The **next 5-Town Select Board** meeting is Friday, April 21, 2023 at 4:30 PM in Walpole.

On a motion made by Mr. Saxton and seconded by Mr. McCarty, ***the Board voted by roll call (McCarty-Y; Saxton-Y; Kemp-Y) to enter non-public session pursuant to RSA 91-A:3, II (a) at 6:50 p.m.***

On a motion made by Mr. Kemp and seconded by Mr. Saxton, ***the Board voted to re-enter public session at 7:13 PM.***

On a motion made by Mr. McCarty and seconded by Mr. Saxton, ***the Board voted by roll call (McCarty-Y; Saxton-Y; Kemp-Y) to enter non-public session pursuant to RSA 91-A:3, II (e) at 7:15 p.m.***

On a motion made by Mr. Kemp and seconded by Mr. McCarty, the Board voted to re-enter public session at 7:20 PM.

Mr. Saxton expressed his concern regarding the lack of discretion afforded him by the Zoning Board.

Mr. McCarty noted the passing of Michael Balamuth; the Board expressed its regret at the news.

On a motion made by Mr. Kemp and seconded by Mr. McCarty, ***the Board chair adjourned the public meeting at 7:29 PM.***

Respectfully submitted,



Mary Schoppmeyer, Office Administrator