

TOWN OF ALSTEAD, NEW HAMPSHIRE
Select Board
Approved Minutes for Exit Interview Part II
September 18, 2023 at 10:00 a.m.
Town Hall, 9 Main Street, Alstead, NH 03602

SELECT BOARD PRESENT: In person – Matthew Saxton, Gordon Kemp. **Google Meet:** Joel McCarty.

STAFF PRESENT: In person – Mary Schoppmeyer, Office Admin. **Google Meet** – none.

COMMUNITY MEMBERS: None.

GUESTS: None.

CALL TO ORDER: The Pledge of Allegiance was recited and the Board Chair called the Select Board meeting to order at 10:05 AM. The Board saw no reason to enter non-public session and remained in public session.

ACTION ITEMS: Get status of action items from Exit Interview Part I and determine next steps.

MINUTES FROM PREVIOUS MEETINGS: No minutes were presented for approval.

STATUS OF ACTION ITEMS FROM EXIT INTERVIEW PART I: The action items from Exit Interview Part I were to gather reference information from all applicants, to submit criminal record checks for all applicants, and to divide the current Office Admin job description into descriptions for three separate positions. Ms. Schoppmeyer reported that reference information for all applicants is in hand for all three current applicants, and criminal record checks were submitted for two applicants. No check is necessary for the third applicant because a recent check is on hand. Ms. Schoppmeyer distributed copies of job description drafts for the positions of Office Administrator, Bookkeeper or Finance Administrator, and Land Use Clerk.

Discussion points centered around rewriting the current job posting to make candidates aware of the intent to spin the additional positions off and implement cross-training to improve resilience in the coming year. Mr. McCarty suggested combining the Office Admin and Finance roles initially. Mr. Saxton proposed combining the Planning & Zoning Admin position with the Land Use Clerk position.

Mr. McCarty asked how widely the position is posted. Ms. Schoppmeyer said the posting is on the town web site and on the New Hampshire Municipal Association web site. In addition, she suggested posting on Indeed or another online platform to cover those who are job-seeking that way, and considering using an employment service such as Masiello in Keene.

Mr. Kemp suggested that the Board review the job descriptions with an eye toward providing coverage themselves where they can. Mr. Kemp and Mr. McCarty agreed to do this.

The Board asked Ms. Schoppmeyer to finalize the job description drafts with an eye toward revising the documents posted on the town web site.

OTHER BUSINESS: Medical absence – Mr. Saxton reported that he will undergo a medical procedure on September 21 that will require some down time on his part and his counterparts agreed that he must take the recovery time he needs. Mr. Saxton suggested asking Alan Kauders to cover the Zoning Officer duties during recuperation and offered to make contact. **Remote attendance** – A discussion took place about the recurring need for different members to attend remotely for various reasons. On a motion from Mr. Kemp that was seconded by Mr. Saxton, ***the Board voted unanimously to allow Alstead Select Board members to attend and fully participate in meetings remotely without advance notice for the duration of the current term.*** **Budget meetings** – Mr. McCarty would like to begin the budget presentations with the emergency services teams (which he defined as the Highway, Police, Ambulance, Fire, and Emergency Management departments). The rest of the Board concurred with this approach. Mr. McCarty will schedule 15-minute budget presentations for each of these teams beginning with the first meeting in October. **FEMA & HSEM meeting** – Upon receiving a request from the Road Agent, ***the Board voted unanimously to approve a request to host a meeting with FEMA and NH Homeland Security Emergency Management at the Alstead Town Hall on Thursday, 9/21 from 9 to 11 AM.***

There being no other business, Mr. Kemp moved to adjourn and Mr. Saxton seconded. ***The meeting adjourned at 11:15 AM.***

INFORMATIONAL:

Next regular Select Board meeting:	Tuesday, September 19 th , 2023 @ 6:00 PM, Town Hall, 9 Main St.
FM School Board meeting:	Monday, October 9 th , 2023 @ 6:00 PM, High School.
FM Budget Committee meeting:	Wednesday, October 18 th , 2023 @ 6:00 PM, High School.
MOBIL Bridge solutions meeting	Tuesday, October 24 th , 2023 @ 6:00 PM, Town Hall, 9 Main St.
FMRHS Single Topic Public Meeting	Thursday, October 5 th , 2023 @ 6 PM
Next 5-Town Select Board meeting:	Wednesday, October 25 th , 2023 @ 4 PM, Acworth.

Respectfully submitted,



Mary Schoppmeyer, Office Administrator