

TOWN OF ALSTEAD, NEW HAMPSHIRE
Approved Minutes for
Public Hearing to Accept Unanticipated Funds and Regular Select Board Meeting
and
Regular Meeting of November 21, 2022 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:** Kim Kercewich, Fire Chief; Jesse Moore, Ambulance Chief; Steve Reynolds, Emergency Management Director; Mary Schoppmeyer, Office Administrator.

COMMUNITY MEMBERS: **In person:** Rich Nalevanko, Marge Noonan, Barbara Viegner. **Google Meet:** Bindy Curtis.

PLEDGE OF ALLEGIANCE & CALL TO ORDER - PUBLIC HEARING: After observing the required interval for the reciting of the Pledge, the Board Chair called the Public Hearing to order at 6:00 p.m. and explained the purpose of the hearing, which was to accept unanticipated funds from State sources - one source being proceeds from a Moose Plate grant for Vilas Pool, to be used to refurbish the Snack Shack at the park; and the other source being a one-time disbursement resulting from House Bill 2 from the Highway Block Grant for fiscal year 2024, to be used to maintain, construct, or reconstruct class IV or V highways in Alstead.

Mr. McCarty asked for questions or comments from the floor about the Moose Plate Grant. Mr. Kemp presented the following resolution pertaining to the grant, giving Mr. Kemp the authority to sign the Moose Grant paperwork on behalf of the Town:

RESOLVED: That Gordon Kemp, Selectman, is duly authorized to enter into contracts or agreements on behalf of The Town of Alstead with the State of New Hampshire, acting by and through the Department of Natural and Cultural Resources, and is further authorized to execute any documents on behalf of this Municipality which may be in his judgement desirable or necessary to effect the purpose of this resolution.

On a motion from Mr. McCarty that Mr. Saxton seconded, **the Board voted unanimously to sign the resolution authorizing Mr. Kemp to enter into the Moose Plate Grant resolution.**

It was explained that the expenditure of the grant funds, amounting to \$20,000, is limited to the scope of the project stated in the grant application (previously mentioned). On a motion from Mr. Kemp that Mr. Saxton seconded, **the Board voted unanimously to accept the \$20,000 Moose Plate Grant funds for refurbishing the Vilas Pool Snack Shack.**

Mr. McCarty then asked for questions or comments from the floor about the one-time Highway Block Grant disbursement for \$26,574.38. The question of when the funds can be spent was discussed; the letter from the Department of Transportation indicates fiscal year 2024, but it isn't clear whether it's the Town's fiscal year, or State's fiscal year. The Admin was tasked with posing the question to the auditor. No objections to accepting the funds were offered. On a motion from Mr. Kemp that Mr. Saxton seconded, **the Board voted unanimously to accept the one-time FY24 Highway Block Grant funds.** There being no further unanticipated funds business for the public hearing, Mr. McCarty closed the public hearing and called the Select Board Meeting to order at 6:15 PM.

2024 BUDGET PRESENTATION: The Office Admin presented the Treasurer's proposed budget for 2024, for a total of \$3800, where the wages line remains static at \$3000 and the supplies line item is increased by \$50 to \$800 compared to \$700 in 2023. The reason for the increase is that the cost of the postage-paid window envelopes that the Treasurer uses for mailing the bills have increased in price due to increased postage rates. No questions were posed.

ACTION ITEMS: Reviewed the letter from the City of Keene regarding disposal of hazardous waste at the Keene Transfer Station by Alstead Residents. The letter explained that Alstead could pay Keene a fixed rate for Alstead residents to take their materials there, but the rate is not yet determined and the option to back out of the agreement if unhappy with the rate when determined is available. The current policy in place has been to reimburse residents who bring their Keene hazardous waste receipts to the town office, although a documented policy could not be cited; by consensus, **the Board agreed to document and continue the existing policy and declined to sign the agreement.** Mr. McCarty then reviewed the items in the Mail folder, which were a Permit by Notification for painting of electric utility towers and another notice from Comcast about rate increases.

MINUTES: Minutes of November 14, 2023; Minutes of November 14, 2023 non-public session (compensation, dismissal, promotion; Minutes of November 2, 2023 meeting re: Cobb Hill Rd. beaver dam mitigation options. On a motion made by Mr. Saxton and seconded by Mr. Kemp, **the Board unanimously approved all sets of minutes as written.**

OLD BUSINESS: Washout glass – Mr. McCarty has a conference call scheduled for Tuesday 11/28 with the NH Department of Environmental Services Solid Waste division. **Broadband** – Mr. Kemp is pursuing a date for the public informational meeting that will be held to inform residents of the installation plan. **Warren & Vilas Dams** – Mr. McCarty reported that the RFQ has been posted and notified, and responses are requested by noon on December 8th. The plan is to use the same QBS process as we used for the MOBIL bridge projects and a volunteer is sought to help handle the evaluations. **Sale of Town-owned Real Estate** – During the meeting, one of the realtors who was offered the opportunity to bid on listing two town-owned parcels for sale dropped off a proposal packet for review. Mr. Saxton noted that the other realtor declined to bid and indicated that he will review the submitted proposal and report back at the next meeting. **Property adjacent to Town Hall** – Nothing new to report. **Village Station Lighting** – Ambulance Chief Moore reported that an energy audit quote is imminent. **Sign trailer agreement** – Tabled pending more budget information before deciding. **Plastic recycling and Model T insurance** – Nothing new to report. **2012 Dodge Repurposing** – A warrant article is being written; work in progress. **Fire Department chemical disposal** – Chief Kercewich reported that Clean Harbors estimates a cost of \$823.20 to dispose of the outdated barrel of corrosion prevention chemical currently stored at East Station; Chief will follow up. **Fire Department Overhead Doors** – Chief Kercewich reported that the Langdon overhead door company does have insurance and the Office Admin confirmed receipt of the certificate of insurance, so a visit will be scheduled. **Pratt Rd. / 12A Intersection** – The Board tabled this discussion for the time being. **Langdon Transfer Station fee** – Mr. McCarty is still waiting for additional Transfer Station numbers before completing final calculations for 2024. There was additional discussion about adjusting the calculation for population, capital reserve additions and expenditures; the difficulties of attempting to base the calculation on usage; and the price per pound that Alstead is currently charging for C&D disposal compared to other local towns. **Comcast franchise agreement** – Mr. McCarty reported that he has scheduled a conversation with a Comcast agent to discuss this agreement on Tuesday 11/28 at 10 AM over coffee at Burdick's. **Third Congregational Church request to run a tab at the Transfer Station** – after some discussion it was decided not to allow this because of the difficulties of tracking it given the current staffing and infrastructure limitations. **Cobb Hill Rd. Beaver Dams** – Mr. Kemp reported open lines of communications between concerned parties and continuing efforts to establish meaningful contacts through State agencies.

DEPARTMENT REPORTS: Fire Department – Chief Kercewich reported 92 calls YTD and noted that he received an estimate of \$2500 for hose testing that will be added to his 2024 budget and to every year's budget going forward. Work on the East Station punch list continues but is proceeding more slowly. **Capital Improvement Plan** – Mr. Elsesser reported that work on adding the generators to the plan progresses; the Communications Tower generator has a control unit that fails frequently and he recommends starting a Capital Reserve Fund explicitly for the generators with \$5000 as a starting amount. In addition, the plan requires more information from the Sanitation department about the replacement cost of a compactor. **Ambulance** – Chief Moore reported only three calls last week - a welcome reprieve. A Medicare and Medicaid inspection is imminent, probably because of the change to paramedic service; all is in order and no problems are expected. **Emergency Management** – Director Reynolds reported that the Safety Committee will inspect the Library at 10:30 AM on December 5th. There was discussion about whether the safety reports from Primex are in a format that can be used to get quotes from contractors and the Office Admin was tasked with providing reports to Bellows Construction for estimates that can be used for the formulation of warrant articles. The director listed several other items that still need addressing at the Fire Stations, including the unused hose drying rack at Village Station, the East Station furnace that is too close to combustibles, and empty foam jugs from 2017 that need to be disposed of. The Director asked Chief Kercewich to follow up with Bindy Curtis about assistance with the Scott SCBA Pack inventory that is still needed. Finally, Director Reynolds reported that the updated Safety policy draft is out to Department Heads for review and comments should be returned to him. Once revisions are complete the policy will be added to the Employee Handbook. **Office Admin** – Ms. Schoppmeyer reported that a private donation has been made designated for use by the Welfare Department.

BOARD REPORTS: Revenue estimates – Mr. Kemp would like clarification about what happens if the town over-estimates its revenue; he will contact the Department of Revenue Administration. **SB member doing work for a Department** – Mr. Kemp asked for feedback about the subject and wonders whether there is any conflict of interest. Mr. McCarty noted that the Ambulance department has volunteer positions. No objections were raised. **Criminal Record checks** – There was a discussion about eliminating the Criminal Record check for town employees who are seeking state licensure because there is a built-in check in the licensing process and the duplication prolongs the process unnecessarily. A policy re-write might be necessary. **East Station man doors** – Mr. Kemp reported that the lock on the door closest to the road doesn't work well; training was proposed but replacement would be optimal; the Board asked Chief Kercewich to follow up. **Old rescue tool** – Mr. Kemp reported that the tool is still on the floor at East Station and the intent was to house it on the newer ambulance once repaired; however, the Emergency Management Director has consistently recommended selling it. **By consensus, the Board requested Mr. Elsesser to post it for sale on Municibid.** **Old police cruiser** – It was noted that this vehicle is not yet posted on Municibid as was requested at a prior meeting; Mr. Elsesser will determine whether it is ready for posting. **Air dryers for compressors** – Mr. Kemp asked if

Chief Kercewich has gotten quotes for air dryers for the compressors (not yet). Chief was asked to follow up. **New hire** – Mr. McCarty announced that Misty Gratacos has been hired for the Office Administrator position and she starts on Wednesday 11/22.

PUBLIC COMMENTS: Some concern was expressed about emerging difficulties at the county ambulance service.

INFORMATIONAL:

Next regular Select Board meeting:	Tuesday, November 28 th , 2023 @ 6:00 PM, Town Hall, 9 Main St.
FM School Board meeting:	Monday, December 11 th 2023 @ 6:00 PM, High School (2 nd Mon)
FM Budget Committee meeting:	Wednesday, December 20 th 2023 @ 6:00 PM, High School (3 rd Wed)
Next 5-Town Select Board meeting:	TBD – reschedule in progress

There being no further public business, the Board Chair recessed the public meeting at 7:30 PM for two minutes, to allow the public to clear the room for a non-public session.

EXECUTIVE SESSIONS: On a motion made by Mr. Kemp and seconded by Mr. Saxton, ***the Board voted by roll call (McCarty – y; Saxton – y; Kemp – y;) to enter non-public session at 7:35 p.m. pursuant to RSA 91-A3, II(a) – dismissal, promotion, 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. McCarty and seconded by Mr. Saxton, ***the Board voted unanimously to leave non-public session and return to public session at 7:51 p.m.***

On a motion made by Mr. Kemp and seconded by Mr. Saxton, ***the Board Chair adjourned the public meeting at 7:52 p.m.***

Respectfully submitted,



Mary Schoppmeyer, Office Administrator