

ALTON BOARD OF SELECTMEN
Public Session I
Minutes
April 4, 2016
6:00 PM
1 Monument Square
Alton, NH 03809
Approved: April 18, 2016

Cydney Johnson convened the meeting at 6:00 PM and led the assembly in the Pledge of Allegiance to the Flag and a Moment of Silence. The following members and staff were present:

Cydney Johnson, Chairwoman
Lou LaCourse, Vice Chairman
Philip V. Wittmann, Selectman
Virgil MacDonald, Selectman
John Markland, Selectman
Elizabeth Dionne, Town Administrator

Approval of the Agenda

Lou LaCourse made a motion to approve the agenda as written and Phil Wittmann seconded with all in favor of the motion.

Appointments:

Alton Garden Club

Karen Poor from the Alton Garden Club was in attendance representing Joan Blackwood in regards to the Bay Project and the purchase of two (2) benches for the Bay area. If the benches are approved tonight, the intention is for the Garden Club to purchase them tomorrow; they take 3-4 weeks for delivery and based on conversations with both Ken Roberts and the Parks and Recreation Department the work will begin in early May so the timing will be in line with the work. There is a fifty (50) year warranty on the benches, a lot of research has been done on them and they seem to be the sturdiest, hold considerable weight and are low maintenance. Cydney Johnson questioned if the benches would be anchored with a response of "yes". Virgil MacDonald questioned the walkway which was shown in the middle of the grassy area.

Ken Roberts was called upon to answer some of the questions being posed. The walkway will be next to the crosswalk so it would be like an entrance to the bandstand. This comes from the sidewalk area of the Christian Conference Center Road therefore anyone entering from there will be able to do so without going out into the driveways.

Virgil MacDonald made a motion to approve the benches for the project in Alton Bay and Phil Wittmann seconded with all in favor of the motion.

Moderator/Town Clerk ~ Elections; Pearson Road Community/Senior Center

Mark Northridge, Town Moderator, Lisa Noyes, Town Clerk/Tax Collector and Sharon Kierstead, Supervisor of the Checklist approached the Board to discuss holding elections at the Pearson Road Senior/Community Center opposed to PMHS. It has been agreed upon that there is a problem with the current voting facility and the process. This has been looked at for a number of years with Mark stating that there is not much workable space at the school to add additional lines for voter check in and parking has always been a problem. The issue of using the Center was previously discussed with the Fundraising Committee when the expansion was being done; that it could possibly be used as a voting area in the future. The building was reviewed in March and the feeling is, that the building area would be sufficient for voting with enough room for the tables, voting booths and voting machines. There also seems to be room for tables for the Non Profits and outside the building there seems to be enough room for electioneering and sufficient parking. We would need to have the entire building and CAP is willing to shut down their program for the day. We would like to try this first for the State Primary Election in September to “work out the bugs”. The only thing Mark voiced concerns about was where the people would be waiting in the voting lines which might not be inside the building, not knowing what the weather might be, this could be an issue but we will not know until we set up. The building is handicap accessible, one level and seems to be sufficient for the needs for voting, if the Board agrees to allow us to do so.

Virgil MacDonald made a motion to allow using the Pearson Road Senior/Community Center building for voting and Lou LaCourse seconded.

Further discussion transpired regarding the facility with its accessibility as well as security issues for students at the High School were mentioned. Stanchions were spoken about and it was noted that the town has three (3) sets that can be used. Mark Northridge thought that they could run at least four (4) if not five (5) lines for the Presidential Election. He also stressed the importance of advertising the change of location in order to notify the people well in advance, the week before, the day before and the day of the election. Cydney Johnson stated that she thought that the school would put it on their sign and it could be posted on the town website, Granite State News, Baysider, the Parks and Recreation Facebook page and possibly the reader boards could be used; they could be strategically placed around town. Also noted was that signage is placed around town at the Post Office’s, the Library and the Landfill.

The motion on the table held with all in favor of the motion.

Mark noted that running an election is not the easiest and it appears that all of the tables, chairs and voting paraphernalia can be stored in the basement of the facility, which will make things much easier.

Announcements:

- 2016 Dog Licenses are available in the Town Clerk’s Office and are due no later than April 30th. A rabies clinic is scheduled for dogs and cats at the Alton Central Fire Station, 65 Frank C. Gilman Highway (Route 140) on April 16th from 12:30 PM to 2:00

PM. The cost per shot is \$15.00 and microchip is \$40.00. Dog licenses are available at the clinic for Alton residents only.

Selectmen's Committee Report

Lou LaCourse noted he missed the Conservation Commission meeting last week.

Cydney Johnson requested moving item #1 under New Business, Town Clerk/Tax Collector Office, Temporary Help to accommodate Lisa Noyes who was present at the meeting. The Board was in agreement to move the item.

Lisa Noyes is requesting that two (2) employees from the Town of Gilford be brought in while her Deputy Jen is on maternity leave. It would mainly be during the month of June when the tax bills are due for timely processing and depositing of monies into the bank. Lisa would like for one of them to work a full day and the other to work afternoons. She has not spoken to them to set any kind of schedule as of yet thinking that it might be approximately eight (8) hours for each of them; her Clerk Missy will be working forty (40) hours during this timeframe.

Lou LaCourse made a motion to authorize up to 20 hours of part time work and Virgil MacDonald seconded.

John Markland questioned mentioning their names.

John Markland amended the motion to hire Noreen Stewart and Katherine DeSalvo as temporary Town Clerk/Tax Collectors for a maximum of twenty (20) hours a week and Lou LaCourse seconded with all in favor of the motion.

Lisa noted that the other person that was coming in would be to cover the one (1) week that she is on vacation.

Town Administrator's Report and Updates by Liz Dionne

For informational purposes, there are documents that have been received from the DRA and are in the Board's reading file regarding the Assessing Department which reflect that Alton received an A+ in the uniform standards and professional appraisal practice and general compliance.

Liz would like to set a date for a Workshop for the Board to discuss Ambulance Billing the week of April 11th or possibly April 13th. It was the consensus of the Board for April 13th at 6:00 PM.

Marty Cornelissen from the Historical Society sent a letter in regarding the Railroad Trestle on Letter S Road. He is more than happy to attend a future meeting to discuss options for the trestle. A discussion transpired in reference to the chunks of concrete and the need for them to be looked at. It was suggested that possibly Parks and Recreation could go up and chip off the concrete, however it was questioned if they would be qualified to do that type of work. Then mentioned was maybe Ken Roberts could go up with a bucket; Ken was invited to the

table to discuss with the Board his thoughts/ideas of chipping off the concrete to remove the top. This was previously talked about roughly five (5) years ago; to bring in two (2) excavators with a hammer, take the concrete off the top, possibly add wire as there is a liability issue as it stands. Different options were discussed. Ken Roberts will go take a look at it, possibly chip off what is hanging off the top, noting that the Highway Department has the safety gear to deal with the issues and he recommended: do not send the Parks and Recreation Department due to safety issues. He will go over with the excavator try and pull off as much as he can reach and do, then report back to the Board his findings, not knowing what is inside the concrete or knowing how it is reinforced. Marty will be invited to attend the next meeting of the Board on April 18th.

John Markland requested of the Board that a letter be written to the Town Assessor for his accomplishments for the report to DRA. The Board was in agreement to the written letter.

Public Input I

None

Approval of Selectmen's Minutes

March 21, 2016

Lou LaCourse made a motion to approve the minutes of Public Session I, March 21, 2016 as written and Cydney Johnson seconded. John Markland requested an amendment on page 3, Town Administrator's Report and Updates, 2nd paragraph remove the extra word "the". The amended motion held with all in favor of the amendment.

Lou LaCourse made a motion to approve the minutes of Non Public Session, March 21, 2016 as written opening #1, 2 & 3. John Markland requested an amendment the time should be changed to 7:42 PM with an adjournment at 7:57 PM to coincide with the Public Session I end time. Cydney Johnson seconded the amendment. The amended motion held with all in favor of the amendment.

Lou LaCourse noted that the minutes would be amended for Public Session II, March 21, 2016 reflecting the time of 7:58 PM with an adjournment at 8:22 PM. Cydney Johnson made a motion to approve the amendment and Lou LaCourse seconded with all in favor of the motion.

Old Business:

Alton Bay Parking Area status update

Ken Roberts was in attendance to give a status update on the Alton Bay parking area which was requested by Virgil MacDonald. A permit is necessary from the State in order to do the work being that the property is adjacent to State property; stakes have been put in place which were done by measurement without bringing in a surveyor. If there are any problems, then a surveyor would need to be brought in for the Christian Conference Center area but a

good approach would be to discuss it with them. Someone backing out of a parking space without putting them into the traffic lane would be able to be done by moving back 33 feet. There would be enough room from the Bath House to Pop's for angle parking approximating that it might gain forty (40) spaces. Things will need to be moved around, obtain State approval to move some of the signs and condense some of the issues in the area will be necessary. The utilization of the 33 feet is nowhere near what the town owns. If this is done, a discussion with the State would be to do "tier drops" off of the sidewalk which would eventually go behind the parking area. Once the parking is put in place we would add the extra 5 feet that is needed and a need to obtain the numbers on the retaining wall by the bath house; whether it is rip rap or straight up and down is yet to be determined. A number of year's ago the Christian Conference Center was allowed to put the sign at the location. There are two (2) leach fields in that area. Stakes can be put in the area to visualize what is being proposed. In Ken's opinion, as long as we are not going into the traffic area it shouldn't be an issue. A question of permitting lead time was asked and can be discussed with the State; they may want an engineering print but Ken doesn't know. This could alleviate some of the problems in the area and parking to the left of Pop's could potentially be a reserved area for the Fire Department. A mention of boats and trailer parking was brought forth however there really is not enough room for such. A possible strip of concrete or a pad of concrete for motorcycles was discussed however that area is slightly tipped. Once this is done then that could be a possibility for the parking area across the street. Ken Roberts will start the concept and begin talking with the State to see if this is feasible. Virgil MacDonald made a motion to allow Ken Roberts with the Town Administrator to go to the State to begin the permit process for parking in the Bay and Lou LaCourse seconded with all in favor of the motion.

Highway Department 2010 Meyers Sander

Virgil MacDonald questioned why use EW Sleeper opposed to Harbor Freight for a motor. Ken Roberts response was this is what the town mechanic came up with and Sleeper deals with Meyers and has to be compatible to a Meyers; not necessarily the motor but all of the controls. Lou LaCourse inquired about the motor size with a response of 10 HP.

Ken Roberts asked the Board what the intention was for this gas sander if the repairs were done to it. The Highway Department has gone to all hydraulic equipment opposed to gas equipment; the 1 ton will not hold it. There is a Super P and other spare sanders sitting out back of the Highway building. The Meyers is too small doesn't carry enough salt, very costly to the taxpayers and Ken really has no use for it. He suggested that it might fit the Parks and Recreation 350 truck but felt that spending that kind of money is not worth it and it would probably be better to buy a plastic sander.

It was the consensus of the Board for the Meyers Sander to go out for sale with a minimum of 1K.

Ken Roberts mentioned another thought in reference to the Bay area discussion referencing skimobile crossing; they have been crossing directly across from the boat ramp, they are not good for concrete. Different options were discussed for the crossing issue; Ken will talk with Matt from Tri State to see if there is something that can be done to protect the concrete. It

was also suggested to contact the snowmobile club to see if they knew of something that could be put in place, some type of insert in the concrete to protect it and it would need to have some sort of tip down for them to go over.

Hazard Mitigation Plan Survey

A copy of the Hazard Mitigation Plan Survey is available on the table by the door, it has been posted around town, it is available on the website and it will be available at the Planning Board meeting.

New Business:

Town Clerk/Tax Collector Office; Temporary Help

This item was previously moved to before Town Administrator's Reports.

Land Use Items as recommended by the Town Assessor

Lou LaCourse made a motion to approve the 2015 Abatements for Map 10 Lot 7 for \$168.00; Map 16 Lot 26-3 for \$736.00; Map 5 Lot 73-2 for \$775.00 and Map 62 Lot 1-6 for \$852.00 and Phil Wittmann seconded with all in favor of the motion.

Lou LaCourse made a motion to approve the 2016-17 Excavation Intents for Map 21 Lot 36 Operation 16-011-01; Map 5 Lot 72 Operation 16-011-02; Map 19 Lot 18 Operation 16-011-03 and Map 12 Lot 16 Operation 16-011-04 and Virgil MacDonald seconded with all in favor of the motion.

Lou LaCourse made a motion to approve the 2016 Veteran's Credit (Surviving Spouse) for Map 5 Lot 73-10 for \$500.00 and Phil Wittmann seconded with all in favor of the motion.

Lou LaCourse made a motion to approve the 2016 Elderly Exemption for Map 15 Lot 75 for \$40,000.00 and Phil Wittmann seconded with all in favor of the motion.

Lou LaCourse made a motion to approve the 2015-16 Timber Warrant for Map 10 Lot 7 Operation 15-011-013-T for \$687.39 and Phil Wittmann seconded with all in favor of the motion.

Lou LaCourse made a motion to approve the 2015-16 Gravel Warrant for Map 12 Lot 16, Operation 15-011-01-E for \$69.20 and Phil Wittmann seconded with all in favor of the motion.

Lou LaCourse made a motion to approve the 2015-16 Gravel Warrant for Map 19 Lot 18 Operation 15-011-02-E for \$117.20 and Virgil MacDonald seconded with all in favor of the motion.

Lou LaCourse made a motion to approve the Application for Current Use for Map 1 Lot 16 and Virgil MacDonald seconded with all in favor of the motion.

Wage Proposal Discussion

As requested by Selectman MacDonald, the wage proposal discussion needs to move forward. Cydney Johnson thought that the Town Administrator would be working on this, coming up with a plan and a recommendation. This would be based on a Step and Track system and should be submitted by the Town Administrator; this needs to be done this year. The Town Administrator has the most experience and is able to contact other town to obtain the information from them as a municipality is very different from the public sector. This has not been updated in years and needs a complete overhaul. The merit system that Rochester uses was mentioned but has not been perfected yet. Cydney Johnson would like Liz Dionne to look into this with other towns, what they are using, that are comparable to Alton and report back to the Board with three (3) recommendations and three (3) options. John Markland mentioned Long Term Disability (LTD) which is not mentioned or currently addressed that he would like to see; Virgil MacDonald doesn't think that this should be offered. It was noted that everything should be looked at and put on the table; with a need for give and take on both sides.

It was the consensus of the Board for Liz Dionne to come back to the Board with three (3) different models:

1. A survey of Town's with a Step and Track System
2. Look at a Merit System like Rochester
3. Make three (3) recommendations with three (3) options
4. Look at Long Term Disability
5. Possibility of re-vamping the entire benefits package

Liz Dionne asked for some clarification from the Board in regards to the different systems based on merit for a good evaluation, COLA, unions, etc. The Board would like for Liz to look at all the different options and report back to them.

West Alton Fire Station Tour Discussion

Fire Chief Ryan Ridley was present to discuss the needs of the West Alton Fire Station and the need for this to move forward. Cydney Johnson clarified that there was a legal issue that needed to be dealt with first before this could progress. Chief Ryan Ridley provided a lengthy list to the Board of things that need to be addressed. A few minor things have been done. We do own the property however there is a bit of a hold due to the trustees managing the two (2) properties which is being worked on. Ryan Ridley went through the building with John Dever, Code Enforcement Officer and came up with a list of items that need to be addressed at some point in time. The provided list is broken into different sections for work to be done. A discussion transpired regarding electrical work currently with a 100-amp service with a need to upgrade to a 200-amp service, Bay Doors and Openers, Power for Vehicles; some things

need to be looked at soon and some things can wait. Emergency Lighting, Exit Signs, Security Lighting, Fire Alarm and Security Systems, Doors, Plymo Vent System, Windows both up and downstairs, Egress, Fire Doors, Removal of the Oil Tank, Exterior Stairs, Grab Rails, Dryer Vent, Roof Extension, Generator, Parking Lot Paving were all mentioned along with some issues at the East Alton and the Bay Stations. The list will need to be prioritized and decided upon. Cydney Johnson questioned the decision on the Bay Station Door which has been held off on to potentially get better pricing by doing other work at the same time; the Board would like for John Dever to look at the door for safety issues. Again, the Chief needs to prioritize the list as there is only a certain amount of money available to do the work. Chief Ryan Ridley feels that some of the electrical work needs to be addressed and when you go there for a call the door needs to be manually opened. Wiring and sub-panels were discussed. It seems that some of the priorities would be the electrical, new doors, putting the rear entry door back in place and possibly doing the Bay door at the same time for better pricing. Ryan believes that the shed is not on the Town's property; it appears to be on Brian Fortier's property as pointed out by Brian and he wants it moved, which can happen but it is on a concrete slab.

The Board agreed that Ryan Ridley put together a list of priorities for as much as possible to go out to bid with the amount that has been approved with the Warrant Article. He will also need to obtain pricing for doors and windows to see how it comes back. This can be discussed with the Chief again at the next meeting on Wednesday, April 13th.

Chief Ridley offered to set up a tour of the building; the possibility of touring the West Alton Fire Station this Wednesday night (April 6th) after the Board meets with DOT was discussed and agreed upon.

Chief Ridley brought with him a Thermal Imaging Camera; it was viewed by the Board. The Fire Association purchased two (2) cameras at approximately 16K each for the Fire Department, so there will be one on each of the trucks.

Phil Wittmann stated that eventually the Community Center will need addressing.

Planet Aid Contract Approval

Virgil MacDonald voiced concerns that the collection bin is not emptied often enough; things are usually piled up outside of the bin and wondered if something could be done about that.

Lou LaCourse made a motion to approve hosting the Planet Aid Collection Bin authorizing Liz Dionne, Town Administrator to sign the agreement. As a side note Lou looked at their Annual Report and costs; they put back 85%-86% that includes the money they are using for advertising. Cydney Johnson seconded the motion on the table with all in favor of the motion.

Special Event Applications; Castleberry Fairs; July 16-17 and September 3-5, 2016

John Markland questioned after reading the release and indemnification agreements for both Castleberry events and based on the applicant's answers, it seems that she disagrees with most of the agreement and questioned if this puts the liability back on the town. Liz Dionne

mentioned that she has signed the application; it is a contract and that she is required to supply a certificate of insurance to the Town for the events. The applicant is just disagreeing with the standard liability comments that are on the form. A discussion took place in regards to the comments that were placed on the contract with a suggestion that Attorney Jim Sessler be consulted before approving the applications. Liz suggested that we could ask her to resubmit without her negative comments.

It was the consensus of the Board to table these applications until the next meeting until Attorney Sessler is consulted.

Parade Permit; American Legion Memorial Day Parade, May 30, 2016

John Markland made a motion to accept the Parade Permit for the American Legion Memorial Day Parade for May 30th, 2016 as written and Cydney Johnson seconded with all in favor of the motion.

Permit; St. Katharine Drexel 5K Road Race & Walk, September 17, 2016

Lou LaCourse questioned the volunteers for directing traffic; they are usually in the parking area of the Church, the Chief has signed off on the event and has no problems with the permit.

John Markland made a motion to accept the permit for St. Katharine Drexel for the 5K Road Race & Walk for September 17th, 2016 and Virgil MacDonald seconded with all in favor of the motion.

Public Input II

Ray Howard approached the Board in regards to the Bay area parking stating that it sounds like a good idea but he urged the Board to not allow boat/trailer parking in that area; it would not be a good idea and it would get out of control.

Non-Public Session:

Cydney Johnson made a motion to enter into non-public session pursuant to RSA91-A:3, II (a) through (k) as deemed necessary and Lou LaCourse seconded. The Board was polled in the affirmative with all in favor of the motion.

The meeting adjourned at 7:45 PM.

Respectfully submitted,

Mary K. Jarvis

Mary K. Jarvis
Recording Secretary