

ALTON BOARD OF SELECTMEN  
Public Session I  
Minutes  
May 4, 2015  
7:00 PM  
1 Monument Square  
Alton, NH 03809  
**Approved: May 18, 2015**

Cydne Johnson convened the meeting at 7:00 PM and led the assembly in the Pledge of Allegiance to the Flag and a Moment of Silence; remembering Shirley Lane who gave so much of her time to the Town of Alton with thoughts going out to her family. The following members and staff were present:

Cydne Johnson, Chairwoman  
Lou LaCourse, Vice Chairman  
R. Loring Carr, Selectman  
Philip V. Wittmann, Selectman  
Virgil MacDonald, Selectman

E. Russell Bailey, Town Administrator arrived late.

### **Approval of the Agenda**

R. Loring Carr made a motion to approve the agenda as presented and Phil Wittmann seconded with all in favor of the motion.

### **Appointments:**

None

### **BOARD OF HEALTH**

R. Loring Carr made a motion to Recess as the Board of Selectmen and to convene as Board of Health and Virgil MacDonald seconded with all in favor of the motion.

David Eckman, Designer was present to explain the waiver request for Map 78 Lot 34 Health Regulations, Tank to Lake, Required 75', Actual 60' +/- . This lot has a very steep slope from the lake. NHDES criteria is being followed by using sealed pipes without joints. This is Advanced Enviro Septic using the Innovative Technology System for a high level treatment which replaces the leaching pit. There are two (2) shared camps that will use one shared system. R. Loring Carr inquired as to where the water comes from currently with a response of "from the lake", DES requires the well to be shown on the plan but they have no intentions of drilling a well. Lou LaCourse noted that he had previously spoken to Russ and was informed that John Dever supported this request.

Virgil MacDonald made a motion to approve the septic waiver for Erik & Mark Selfridge, 380 Rattlesnake Island, Map 78 Lot 34, Lou LaCourse seconded. R. Loring Carr interjected asking Virgil MacDonald to add the Tank to Lake, Required 75', Actual 60' +/- and R. Loring Carr seconded the amendment with all in favor of the motion.

R. Loring Carr made a motion to adjourn as Board of Health and to Re-Convene as Board of Selectmen and Virgil MacDonald seconded with all in favor of the motion.

#### **Announcements:**

- The Annual Memorial Day parade will be held on May 25, 2015 at 10:00 AM. Cydney Johnson requested that anyone from the Board that will be participating will need to let Russ know and meet at the Town Hall at 9:45 AM.

#### **Selectmen's Committee Report**

Philip Wittmann met with the Parks & Recreation Commission highlighting that a discussion transpired in reference to Steve Parker's concerns regarding the Bandstand repairs and Jonathan Downing agreed. Phil will talk with Kellie about the section on the new website for tourism and community. He swore Jonathan Downing in as a returning Commissioner and that Kellie reported that the town is evaluating the number and types of signs down the Bay, looking to consolidate the signage. She will be contacting the ABA for suggestions and that the signs should be uniform in size.

R. Loring Carr reported that the Old Home Week Committee had met, he did not attend due to a conflict of schedule but there is a sample booklet and an ad application, copies are available in the Executive Secretary's Office.

Lou LaCourse reported that the Zoning Board will be meeting this Thursday 5/7/2015 and the Conservation Commission was supposed to meet last week but didn't as they had no quorum.

The Town Administrator's Report and Updates will be addressed when E. Russell Bailey returns to the meeting.

#### **Public Input I**

None

#### **Approval of Selectmen's Minutes**

**April 20, 2015**

Lou LaCourse made a motion to approve the minutes of Public Session I, April 20, 2015 as written and Cydney Johnson seconded with all in favor of the motion.

Lou LaCourse made a motion to approve the minutes of Non Public Session, April 20, 2015 opening #4 and 5 and R. Loring Carr seconded with all in favor of the motion.

Lou LaCourse made a motion to approve the minutes of Public Session II, April 20, 2015 and Phil Wittmann seconded with all in favor of the motion.

### **April 22, 2015**

Lou LaCourse made a motion to approve the minutes of Public Workshop Session I, April 22, 2015 as and R. Loring Carr seconded. The vote was 4 approved, 0 opposed, 1 abstention, Cydney Johnson.

Lou LaCourse made a motion to approve the minutes of Non Public Workshop Session, April 22, 2015 opening nothing and R. Loring Carr seconded. The vote was 4 approved, 0 opposed, 1 abstention, Cydney Johnson.

Lou LaCourse made a motion to approve the minutes of Public Workshop Session II, April 22, 2015 as written and Virgil MacDonald seconded. The vote was 4 approved, 0 opposed, 1 abstention, Cydney Johnson.

### **Old Business:**

#### 2015 Project Status Report

**Road Reconstruction:** There was a meeting last week to schedule and prioritize the roads. The Old Wolfeboro Road intersection has begun with improvements to the right hand turn onto the roadway. Bids need to be obtained for both the curbing and cobblestones. The approved bidders for Chestnut Cove Road and Woodlands Road for the box culverts have been notified. The Engineer is reviewing the drainage on Bay Hill Road; the road will need to be closed during the construction.

**Pearson Road Community/Senior Center:** The rough electrical work is in the process of being done.

**Roberts Cove Beach:** The drainage basins and pipe have been ordered for the Roberts Cove Beach with work to begin in the next several weeks. Also, the new sign that was previously approved by the Board needs to be ordered.

**Bay Sidewalks:** The bids are ready for the sidewalks; they need to be finalized. The bidders for the sidewalks would be the same that would be used for the Old Wolfeboro intersection project.

**Town Hall HVAC:** There are two (2) consultant proposals provided for review and approval by the Board. The design specifications need to be finalized for the project. This will be tabled until E. Russell Bailey returns to the meeting.

#### Website Update/Audio Equipment Use

This item is in reference to putting the audio onto tapes or onto a disc. There is a digital recording machine that has already been purchased. E. Russell Bailey has spoken to Joshua about downloading them onto the website.

At this time E. Russell Bailey returned to the meeting.

E. Russell Bailey stated that there is no tape on the machine so the recordings would need to be downloaded to a program and stored. They would be made available if someone wanted to listen to them. The recording was fine and based on the Boards pleasure it will be used during each of the Public Workshops.

At this time E. Russell Bailey returned to the meeting and discussed the following items:

**HVAC:** There are two (2) quotes provided; E. Russell Bailey recommends the company, Design Day; the engineering and drafting is \$2,660.00, allowing for another \$500.00 for dealing with the contractors to have them come for a pre-bid conference so the contractors would understand what they are bidding on and possibly another \$400.00 for additional site visits, which could be visited and brought back later as an option. E. Russell Bailey asked for approval for approximately \$3,660.00 and use Design Day as the lower quote which would allow us to get the specifications built in order to get this out to bid.

Lou LaCourse made a motion to approve approximately \$3,660.00 and use Design Day to get the specifications built in order to get this out to bid and Phil Wittmann seconded.

Further discussion transpired.

Virgil MacDonald noted that it might be wise to have the company come in and oversee the project. Russ responded that we could leave that open. Virgil stated that he thought it would be worth it for them to take the project from start to finish similar to a Clerk of the Works so that they would be responsible for the project. The lump sum would cover the two (2) inspections. The quotes were \$7,495.00 and the other \$5,600.00 for the total package. E. Russell Bailey then asked for approval up to \$5,600.00 and if there is a need for more then he would bring it back to the Board for further approval. Cydney Johnson noted that the \$5,600.00 should be the original motion.

At this time Virgil MacDonald seconded the original motion with all in favor of the motion.

## **Bay Sidewalks:**

E. Russell Bailey is looking to get the bids out; there are two (2) bids. The first bid will have two (2) options; the first option is mainly labor for resetting the brick & curbing and for any necessary materials, the second option would be to provide red stamped concrete that looks like brick and resetting the curbing. Completely separate along the water would be another bid for the rest of the sidewalks which would be to get cost numbers; until we get the numbers we won't know what we will be able to do or put off for another year. Virgil MacDonald believes that the curbing is getting hit by the buckets while plowing is done which is breaking the seal. In conversation with Ken Roberts, he thought that the curbing along Route 11 is 17 inches and could be reset to give the full 7 inch reveal. Virgil reiterated the curbing needs to be protected. Within the bid the curbs are to be reset in concrete.

R. Loring Carr stated that #8 (within the bid) doesn't apply to the second option. E. Russell Bailey stated we would add "as applicable" to that line item. Loring also questioned the ramp by the water; will it be the same as it is now by the grate? Russ will need to verify that with Ken Roberts. This could be an add on to the bid to be either filled in or to be reset. Down by Victoria Pier Restaurant there is a problem with the concrete where the dumpster is located; noting that concrete would be stronger than brick. Virgil MacDonald broth forth the issue of changing the lease for the restaurant to take care of the issue and Russ stated that town meeting voted the lease and it could only be changed by a town meeting vote. Russ would recommend when we get the bid out we talk specifically to the bidder for the different options where the dumpster is located and bring it back to the Board with a recommendation.

Virgil MacDonald made a motion to accept and put the bid out for the sidewalk work down the Bay and Lou LaCourse seconded with all in favor of the motion.

#### Liquor Commission License ~ Tobacco Only

When this was brought forward previously there was an error reported, they are just selling cigars. There has been a change in ownership within the partnership therefore the state makes them obtain a new permit; it is the same operation.

R. Loring Carr made a motion to accept with no objections to the license and Virgil MacDonald seconded with all in favor of the motion.

#### **New Business:**

#### Land Use Items as recommended by the Town Assessor

Lou LaCourse made a motion to approve the 2014 Administrative Abatements for Map 15 Lot 21-1 for \$6,020.42; Map 72 Lot 76 for \$3,738.30 and Map 29 Lot 54 for \$7,611.10 and R. Loring Carr seconded with all in favor of the motion.

Lou LaCourse made a motion to approve the 2015 Current Use Penalty Appeals for Map 58 Lot 5 for \$18,200.00 and R. Loring Carr seconded with all in favor of the motion.

Lou LaCourse made a motion to approve the 2015 Land Use Change Tax for Map 58 Lot 5 for \$10,000.00; Map 12 Lot 98 for \$2,800.00 and Map 15 Lot 15-9 for \$6,200.00 and R. Loring Carr seconded with all in favor of the motion.

Lou LaCourse made a motion to approve the 2015 Current Use Application for Map 10 Lot 10 no dollar amount and R. Loring Carr seconded with all in favor of the motion.

Lou LaCourse made a motion to approve the 2014 Timber Warrant total amount \$10,741.23 for Map 9 Lot 32 for \$293.15; Map 15 Lot 65 for \$9,432.27; Map 12 Lot 62 for \$856.47 and Map 21 Lot 33 for \$159.34 and R. Loring Carr seconded with all in favor of the motion.

Lou LaCourse made a motion to approve the 2014 Excavation Warrant total amount \$887.84 for Map 8 Lot 3-2 for \$130.00; Map 5 Lot 72 for \$711.84 and Map 5 Lot 72-8 for \$46.00 and R. Loring Carr seconded with all in favor of the motion.

### Levey Park Trustees; Covenant Change

The Trustees received a letter from the Society for the Protection of New Hampshire Forests. When the park was donated to the town there were conditions set that the town needed to take care of and improve the property as a park otherwise it would forfeit ownership and it would be turned over to the Society for the Protection of New Hampshire Forests if they fail then it would be turned over to the state. They are requesting to be excused from this commitment for anytime in the future. The trustees of Levey Park are in agreement with this request. E. Russell Bailey is requesting approval from the Board to refer this to the Town Attorney to see what would be necessary to change the deed based on all parties agreeing.

Lou LaCourse made a motion to refer this request to the Town Attorney and Phil Wittmann seconded with all in favor of the motion.

R. Loring Carr mentioned that the Water Department has a recommendation from DES in reference to trees being removed. E. Russell Bailey will need to check with the Commissioners to find out what action was taken. Lou LaCourse referred to the well seal and the new electrical panel that was installed back in 2011 that it has nothing to do with the leak in the roof, wondering if that was ever corrected. Again Russ will need to confirm the information.

### Assessing Agreement

This is the annual renewal for Ralph "Skip" Cutting, Lister and Measurer, for the Assessing Office. It is the same rate through the end of the year. We have been doing a cycle, roughly 1/4 of the town each year, in order to maintain the assessed values throughout the community. Approval is necessary for E. Russell Bailey to sign the agreement.

R. Loring Carr made a motion to approve the Professional Services Agreement for Ralph J. Cutting as presented and Phil Wittmann seconded with all in favor of the motion.

At this time the Board returned to the Town Administrator's Reports.

### **Town Administrator's Report and Updates by E. Russell Bailey**

#### **1. Commercial Zone Study ~ Encumbrance \$2,500.00**

When the encumbrances were done in December and moved forward from the 2014 to the 2015 budget there was talk about a study to be done to improve Commercial Zoning. \$2,500.00 was included in the encumbrance, which was frozen and \$2,500.00 was approved in the operating budget for 2015 equaling \$5,000.00. ZAC has voted to do the study with Steve Whitman from Resilient Planning (name has changed from Taylor Associates) due to death of one of the original partners. The entire community will be looked at in reference to the light industrial and commercial zones for expansion with preference to the main highways. ZAC will be directing this study and advising the members representing the Board of Selectmen, they will be given directions by the consultant as to exactly what will be done. E. Russell Bailey is requesting approval to unfreeze the \$2,500.00 and authorization for him to sign the agreement.

R. Loring Carr made a motion to unfreeze the \$2,500.00 and authorize E. Russell Bailey, Town Administrator to sign the agreement and Lou LaCourse seconded with all in favor of the motion.

#### **2. 2008 Elgin Sweeper**

The 2008 Elgin Sweeper is for discussion purposes; Russ was not able to speak with the Highway Mechanic today but he did recommend it last week. Jeff was going to check to see if there was a machine located closer. Virgil MacDonald questioned our Sweeper with Russ responding that the last he had heard it was down again. Virgil continued to question fixing the machine with Russ responding it is considered an antique and nobody will fix it. This was discussed and previously approved for up to 50/60K.

R. Loring Carr made a motion to negotiate the price of the sweeper to be under 35K including shipping and Lou LaCourse seconded with all in favor of the motion.

### **Public Input II**

None

### **Non-Public Session:**

Cydney Johnson made a motion to enter into non-public session pursuant to RSA91-A:3, II (a) personnel (c) character/reputation and (e) claims/litigation R. Loring Carr seconded. The Board was polled in the affirmative with all in favor of the motion.

The meeting adjourned at 7:53 PM

Respectfully submitted,

Mary K. Jarvis  
Recording Secretary

## ALTON BOARD OF SELECTMEN

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Cydney Johnson, Chairwoman

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Louis LaCourse, Vice-Chairman

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R. Loring Carr, Selectman

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Philip V. Wittmann, Selectman

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R. Virgil MacDonald, Selectman