

ALTON BOARD OF SELECTMEN

Minutes

August 21, 2017

6:00 PM

1 Monument Square

Alton, NH 03809

Approved: September 6, 2017

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

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

Agenda Approval

Reuben Wentworth made a motion to approve the agenda and Virgil MacDonald seconded with all in favor of the motion.

Board of Health

Cydney Johnson made a motion to recess as the Board of Selectmen and to re-convene as the Board of Health and Virgil MacDonald seconded with all in favor of the motion.

Septic Waiver Request; Map 26, Lot 8, 6 Suncook Valley Road, True Harvest

The request for a septic tank that will be for 71' and not the required 75' from the edge of the river. The leech field will be 88'. Property is being redeveloped as a market. They have competing setbacks. They have a setback for the river and designated wetland area.

Reuben Wentworth made a motion to approve the septic waiver request for Map 26, Lot 8, Required 75', Actual 71' and Phil Wittmann seconded with all in favor of the motion.

Septic Waiver Request; Map 74, Lot 22, 138 Sleeper Island, Vincent

This septic tank had originally come through at the 75' mark, but in the course of doing surveys it was discovered that the lot lines are not where they thought. The pump chamber is 69' from the lake and the tank is 66 ½'.

Reuben Wentworth made a motion to approve the septic waiver request for Map 74, Lot 22, for the pump chamber at 69' and the tank at 66 ½' to the lake and John Markland seconded with all in favor of the motion.

Septic Design Discussion; 45 & 47 Rand Hill Road, Woodard and Williams respectively

The property at 45 is a two bedroom cottage that is non-conforming and the septic system needs to be replaced. They have an easement to put it on the other lot. There were problems for 47 septic system years ago. There is no record of the system. It was suggested that they get together on a septic system. The two owners do not get along. John Dever had a conversation with DES. DES said they cannot approve a plan until they know that there is a plan for #47. John recommends that we need to know the status of the dry well on #47 before any decisions can be made.

Cydney Johnson made a motion to go with John Dever's decision and Virgil MacDonald seconded with all in favor of the motion.

Cydney Johnson made a motion to adjourn as the Board of Health and to re-Convene as the Board of Selectmen and Phil Wittmann seconded with all in favor of the motion

Announcements

- Town Offices will be closed on Monday, September 4th for Labor Day.
- The Town Clerk/Tax Collector's Office will be closed on Thursday, September 7th for attendance at the Town Clerk's Annual Conference.

Appointments

Earl Bagley; Conservation Commission

Earl stated that the Boy Scouts came in a couple of weeks ago. They want to go to Gilman Pond. They would like to do some clean up and put up signs. There will be a kiosk with information at the pond. Earl will be meeting with John Dever about wetlands on Coffin Brook Road on the town right of way. They need to determine how much wetlands there are. The Conservation Commission gave New Durham \$300 for testing of the cyanobacteria. Earl explained that the Conservation Commission has a fund with approximately \$230,000 in it designated for a certain project. Earl stated that he will be meeting with the town attorney, Jim Sessler to decide if the fund can be used for the cyanobacteria project or for the project that the fund was designated for. Cydney stated that in order to change use of the fund that it will require a Town Warrant Article.

Paul Branscombe; Winnepesaukee Public Health Council with support from the Partnership for Public Health

Shelley Carita, the Executive Director for the Partnership for Public Health introduced herself and Susan Laverack, Associate Director. Ms. Carita explained that the agency was formed with a group of people committed to measuring the health status of the communities. Ms. Laverack explained that Alton is one of their towns. Ms. Laverack

stated they are charged with making sure that they are able to administer vaccines if the need arises. She explains that they work with several people in the community. She explained the time frame to administer different vaccines and that they do school based clinics. They will be at Alton Central School in the fall for a flu vaccine clinic. They have developed a health and climate change. They are looking at the health concerns with wetter and warmer temperatures.

Public Input I (limited to 3 minutes per person; subject matter ~ agenda items only)

None

Public Input I closed

New Business

Seacoast Business Machines; Copier Proposal

Duane Curry explains that copiers were put in various areas in town about 10 years ago. About 2 months ago a proposal was made to add some machines. He explains the difference between new machines and the machines that are currently being used in the town. They are improving all the equipment. They are going to reduce that black and white portion and states that the service is frozen for five years. Liz Dionne states that she feels comfortable with the proposal. The remainder of the contract will be waived. Duane explains the highlights of the new machines. He states that they are HIPPA compliant. John Markland asked who has the current lease and Liz Dionne stated that it is Seacoast Business Machine. John Markland asked if it is compliant with the town multi purchase lease program. Liz stated that it is lease only and not a lease purchase. Reuben Wentworth asked about the bid requirement of \$5000. Reuben stated that \$700 a month is \$8400 a year. Liz stated that it is a monthly price and that it is paid monthly not annually. She states that in her opinion it is not a violation of policy.

Virgil MacDonald made a motion to approve the Seacoast Business Machines Proposal and Cydney Johnson seconded. The vote was 2 approved, 3 opposed, Rueben Wentworth, Phil Wittmann, and John Markland.

Special Events Application, American Legion Post 72, James Montgomery Band

Cydney stated that there are notes that the Fire Chief and Deputy Chief don't have any issues with it.

Cydney Johnson made a motion to accept the application as presented and Phil Wittmann seconded with all in favor of the motion.

Emergency Operations Plan (EOP)

Ryan Heath stated that the Emergency Operations Plan is being presented to the Board in order to get it approved. He explains that the last plan is out of date. It needs to be up to date in order to receive funding and grants. It was compiled with a committee over several months. John Markland stated he has not read the plan. Ryan Heath said he was hoping it was going to be adopted tonight. Cydney Johnson asked for it to be put on the agenda at the next meeting.

Parks & Recreation Department, Skid-Steer Loader Bid

Kellie Troendle with Ken Roberts present the bid proposal for the skid-steer loader. Virgil MacDonald asked if it comes with a bucket. Kellie states that it does. Reuben Wentworth asked how it will be put on the sidewalks. Kellie stated that it does fit on the sidewalks. Reuben asked what the sound is that is in the proposal. Kellie stated that it is a radio. Reuben asked that it be removed for safety. If something goes wrong you would not be able to hear it. Reuben Wentworth asked where it will be housed. Kellie stated that it will be outside at the Parks & Recreation Department. Ken stated that it could be held at the Highway Department provided there is space. Reuben asked how much is in the budget. Kellie stated that it will come out of a Capital Reserve.

Reuben Wentworth made a motion to approve the bid for the Skid-Steer Loader to Bobcat, Chichester, NH for \$23,859.00 and John Markland seconded with all in favor.

Old Business

Parks & Recreation Department, Retaining Wall Bid, Harmony Park

Kellie Troendle explained that it is the project at Harmony Park. Two bids were received but one was not complete. She stated that it is for the material and engineering.

John Markland made a motion to accept the bid as presented to Michie Corp. and Cydney Johnson seconded. Reuben Wentworth asked if Phase I, Phase II, and Phase III are all one. Kellie stated that it is. Ken Roberts stated that it will be put out to bid for the construction of the retaining wall. All in favor.

Highway Department, Gilman's Corner Road Survey Bid

Ken Roberts presented the Gilmans Corner Survey bid. John Markland asked why the bid proposals were so different. Ken explained that the bid proposals were written out exactly the same. He stated that two proposals were written out very elaborate. He stated that all the companies are very good. Ken explained that the survey is for the road to know exactly where the road is.

John Markland motioned to approve the bid for Gilmans Corner Road Survey to Holden Engineering & Survey, Concord, NH and Phil Wittmann seconded with all in favor.

Highway Department, Bay Hill Road

Ken Roberts stated that Bay Hill Road was a closed drainage system when he first started. They backed up the roadway with 14 inches of class c stone. He stated that the pictures are of the current washout. It costs approximately \$6,000.00 a piece for repair and they have repaired it four times. There is minor work that needs to be done with the right hand ditch. The left hand ditch needs the most work. He would like to put a closed ditch in. He stated that \$31,000 quote is for 81 feet of drainage and is a cost saver in the long run. John Markland asked where the money will come from. Ken stated that it will come out of the Road Re-Construction fund.

John Markland made a motion to approve the recommendation from Ken Roberts for Bay Hill Road and Virgil MacDonald seconded with all in favor.

Highway Department, Use of Additional Road Funds

Ken Roberts read the letter from DOT which states where the funds can be used. He states that SB38 funding can be used for equipment necessary and totally dedicated to maintenance of highways. He stated that they are missing two truck drivers and just had a third one resign. In order to ditch a road, he needs five people to clean the mess. If he has two people with an excavator, the clean-up can be done. He presented a proposal from Milton Cat with a quote on an excavator. He states that it is an idea to the board. John Markland asked how much money they are getting back. Ken stated that it is \$165,571.33.

He stated that this is only a proposal and it would need to go out to bid. John Markland asked if a public meeting needs to take place in order to accept the money. Liz Dionne stated that it does but not to accept it but to talk about the use of the money. Virgil MacDonald asked about the advertising of the truck drivers. Ken stated that they just spent over \$1,000.00 on advertising. Reuben Wentworth stated that he has 2 weeks to think about it.

Virgil MacDonald made a motion to put the excavator out to bid with a second by John Markland. The vote was 4 approved and 1 opposed, Reuben Wentworth.

Lakes Region Tourism Association (LRTA) Lease Agreement

Liz Dione is hoping that a vote will be taken on the Lakes Region Tourism Agreement lease. She suggested a \$1.00 per year and Selectman Wentworth suggested \$10.00 per month. Reuben stated that he suggested that it be charged only for the months they are using the facility.

Cydney Johnson made a motion to finalize the lease agreement with the Lakes Region Tourism Association for \$1.00 a month for the months of June through October with a second by John Markland. The vote was 4 approved and 1 opposed, Reuben Wentworth.

Selectmen Committee Reports

Reuben Wentworth stated that the Budget Committee meeting is on August 31.

Phil Wittmann stated that they had the Parks & Recreation meeting on August 1. He read the minutes of the meeting.

Virgil MacDonald stated they are getting ready to start the ZAC meetings next week.

Cydney Johnson stated they should wait on Jim Sessler to return from vacation before any decision is made about the budgeting for the cyanobacteria committee that was discussed earlier. The Capital Improvement Plan meeting will be on the first full week of September.

Town Administrator Report by Liz Dionne

Baler at Recycling Center

Liz Dionne stated that the baler at the Recycling Center broke on Friday. Scott Simmonds stated that the main beam broke in half. He stated that it is beyond repair and they are assuming it is about 25 years old. The cost with a trade is \$12,615.00. They are looking for 4-6 weeks for delivery. Scott stated that he is looking to take the money out of the Recycling Revolving Fund. Virgil asked if there is a service plan. Scott stated that it is one year. Cydney stated they have the ability to waive the bid requirement. Scott stated they are losing money as long as the baler is down.

Virgil MacDonald made a motion to approve Scott Simmonds's recommendation for the baler and waive the bid requirement with a second by Cydney Johnson. 3 approved and 2 opposed, Reuben Wentworth and Phil Wittman.

Virgil Macdonald amended his previous motion to approve Scott Simmonds's recommendation and allow the Town Administrator sign and fax the proposal. The vote was 3 approved, 2 opposed, Reuben Wentworth and Phil Wittmann.

MetroCast

Liz stated that MetroCast is being purchased by Atlantic Broadband. There are no changes to the contract. It has been sent for legal review. One question arose. Are there any areas of non-compliance. John Markland asked what is meant by that. Liz stated that she thinks it means not following the contract. She stated that a future motion will need to be done after the legal review.

Budgetary Items

Liz stated she has been doing the proposed budget. She asked if the Selectmen would like to add a 2% COLA to their salaries. Last year it was not done. Reuben Wentworth and Phil Wittmann stated they are fine with their salaries.

Liz stated that the Legal Budget has four lines. There is a line for retainer, other attorneys, litigation, and prosecutor. The police Prosecutor has a contract with 2% COLA in it. Liz asked if they wanted to add 2% to the line for Attorney Sessler.

Cydney Johnson made a motion to allow the 2% COLA for attorney Sessler with a second by Virgil MacDonald. 3 approve and 2 opposed, Reuben Wentworth and Phil Wittmann.

Monday, September 4 meeting is a holiday. It was the consensus of the board to hold the meeting on Wednesday, September 6 at the same time.

Budget Workshops

Liz stated there are a couple of options. It would take about 3 workshops to receive your binders, and work on the budget. Virgil stated he thinks there should be 5 workshops and on camera like the Budget Committee. Liz stated she has already started meeting with department heads and their budgets. Virgil stated he would like to set up the dates at the next meeting on September 6.

New Riverside Cemetery

Liz stated she would like to set up a workshop for the New Riverside Cemetery project. They would like to discuss the status of the project. Cydney stated October 4 at 6:00 pm at the cemetery would work.

Town Hall Foyer

Liz stated that she has met with Muriel Stinson about the care needed in the Foyer. Muriel would like to schedule a meeting with two individuals who specialize in historical buildings. Would be paid out of the Clough-Morrill Trust Fund. Liz asked for the consent of the board in order to move forward. It was the consensus of the board to allow moving forward.

Liz stated she met with the Trustees of the Trust fund in reference to the back door of the Gilman Museum. There is the Gilman Fund which is set up to maintain the building. Liz asked for the consent of the board to move forward. She stated there are other things that need to be taken care of on the building including the soffits and the sign that needs to be moved. It was the consensus of the board to allow moving forward.

Approval of Minutes:

John Markland made a motion to approve the minutes of Public Session I, August 7, 2017 and Cydney Johnson seconded. The vote was 3 approved; 2 abstentions, Reuben Wentworth and Virgil MacDonald.

Approval of Consent Agenda

Cydney Johnson made a motion to approve the Consent Agenda dated August 21, 2017 and Rueben Wentworth seconded with all in favor.

2017 Administrative Abatement

Arnold Derek	1439 Wolfeboro Highway	Map 19 Lot 8-2-40A	\$347.57
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Public Input II (*limited to 5 minutes per person on any Governmental/Town Business*)

None

Public Input II closed

Discretionary Action on Requests for Appointments (No discussion, majority vote required to allow/not allow appointment)

- Larisa Djuvelek-Ruggiero, Community Action Program Belknap-Merrimack County/Mid-State RCC

Cydney Johnson made a motion to accept the request for appointment of Larisa Djuvelek-Ruggiero and Reuben Wentworth seconded with all in favor.

Non-Public Session I:

Cydney Johnson made a motion to enter into non-public session pursuant to RSA 91- A:3, II (a) and (c) and John Markland seconded. The Board was polled in the affirmative by roll call with all in favor of the motion.

Roll call vote:

Reuben Wentworth, yes
Philip V. Wittmann, yes
John Markland, yes
Virgil MacDonald, yes
Cydney Johnson, yes

Adjournment

The meeting adjourned at 7:56 PM.

Respectfully submitted,

Stacy L. Bailey

Stacy L. Bailey
Recording Secretary