

ALTON BOARD OF SELECTMEN
Minutes
January 3, 2022
(Approved - February 14, 2022)

Chairman V. MacDonald convened the meeting at 6:00 PM.

V. MacDonald led the assembly in the Pledge of Allegiance to the Flag and a Moment of Silence. The following staff members were present:

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Virgil MacDonald, Chairman
Paul LaRochelle, Vice Chairman
Reuben Wentworth, Selectman
Bob Holt, Selectman, Excused
Brock Mitchell, Selectman
Ryan Heath, Interim Town Administrator

Agenda Approval

V. MacDonald mentions that item #3 Encumbrances on the Agenda under Old Business should be removed and would like to add Sidewalks instead. B. Mitchell motions to approve the agenda as amended and P. LaRochelle seconded with all in favor of the motion.

Announcements

- The Public Participation Policy applies to all Selectmen meetings. A copy of it is on the back of each agenda, posted in this meeting room, and on our website.

Public Input I (limited to 3 minutes per person on agenda items only)

Appointments

None

New Business

1. Alton Business Association - Winter Carnival Special Event Application Approval

Christy Painchaud and Kellie Sullivan of the Alton Business Association (ABA) were present to update the Selectmen on the planning of the Winter Carnival. The ABA will be hiring a bus service this year to shuttle people back and forth to reduce parking and help with crowd control. They will also be taking care of the trash pickup themselves so Parks and Rec does not have to be involved. Discussion ensued regarding shoveling of pathways which ABA said they'd handle as well.

P. LaRochelle motions to approve the Alton Business Association Winter Carnival Special Events Application and B. Mitchell seconded with all in favor of motion.

2. Town Auction - Corrective Vote

R. Heath states that the corrective vote is for the auction and that after going back through minutes it is realized that there was talk about approving the auction but each property was not mentioned and after speaking with council R. Heath needs the board to go through and approve each property that was auctioned. V. MacDonald states that auction has already passed that this is for a corrective vote, Property #1: Tax Map 333, Lot 69, 58 Bay Hill Road, Property # 2: Tax Map 72, Lot 76, 36 Scott Drive, Property # 3: Tax Map 71, Lot 62, 185 Alton Shores Drive, and Property #4: Tax Map 71, Lot 229, Parandes Drive.

R. Wentworth motions to approve and B. Mitchell seconded with all in favor of motion.

3. Planning Board, CIP, Master Plan Committees - Space Needs Review

Jessica Call, Town Planner, Drew Carter, Planning Board, Pat O'Brien, Vice-Chair CIP Committee, approached the table. P. O'Brien states that what the board has in front of themselves are some concerns that the CIP Committee has for last season and one of those is buildings. O'Brien states that they are bringing this to board to see which way they would like to go, which either is going with something that might happen down the road or to look into bonds for these projects. V. MacDonald states that they need to take a serious look at this and start with things that need to be done major things first and then slowly addressing everything little by little. P. LaRochelle agrees and that it would be better to address things now in time then waiting down the road where things could cost a lot more. P. LaRochelle states that looking at the list and realizing what needs to come first should be what needs to be done first. P. O'Brien states that this decision will fall down to the board to make when and what departments would be done first. R. Wentworth states that he would like for the committees to look at other Towns that have just gone through updates and new buildings. R. Wentworth and P. LaRochelle would like for P. O'Brien to go back to the CIP Committee and the Town Planner to talk with the members to make sure this is something that they would like to take on. R. Heath mentions about a Facilities Committee that would be members of the CIP and the Planning Board Committee who would work on this project.

4. DOT Driveway Application

R. Heath states that the DOT reached out to him due to a Driveway application was received by them to update Hodgen Road. DOT believes that this application should be in the Towns name since it is a Town road and not in the applicant's name. R. Wentworth remembers that when this came in front of the board before the board had required that the road be update since there will be more traffic on the road now.

R. Wentworth motions that all costs with be paid by the petitioner and not by the Town and P. LaRochelle seconded with all in favor of motion.

R. Wentworth motions for Town Administrator to sign on behalf of the Board of Selectmen on the driveway permit and P. LaRochelle seconded with all in favor of motion.

Old Business

1. Warrant Articles

Article 30: Master Plan Consultant

To see if the Town will vote to raise and appropriate the sum of \$9,000 for the purpose of hiring a Master Plan Consultant who specializes in municipal Master Plan guidance and who will work with the Planning Board and staff to assist with completing the Master Plan update that began in October of 2020. This special warrant article will be a non-lapsing appropriation per RSA 32:7, VI and will not lapse until the Master Plan consulting services are completed or by December 31, 2026, whichever is sooner. This sum is to come from the unassigned fund balance. **(No amount to be raised from taxation.)**

Discussion: R. Wentworth is wondering if this on top of the money that the Planning Department has already asked for.

P. LaRochelle motion to accept Article 30: Master Plan Consultant and B. Mitchell seconded. Roll call vote:
V. MacDonald, yes P. LaRochelle, yes B. Mitchell, yes
R. Wentworth, yes

Article 31: Planning and Zoning Consultant

To see if the Town will vote to raise and appropriate the sum of \$5,000 for the purpose of hiring a Planning and Zoning Consultant who specializes in municipal guidance, and who will work with the Planning Board and Board of Selectmen, and their staff, to assist with crafting proposed zoning ordinances and regulations. This special warrant article will be a non-lapsing appropriation per RSA 32:7, VI and will not lapse until the Planning and Zoning consulting services are completed or by December 31, 2026, whichever is sooner. This sum is to come from the unassigned fund balance. **(No amount to be raised from taxation.)**

R. Wentworth motions to accept Article 31: Planning and Zoning Consultant and P. LaRochelle seconded. Roll call vote:
V. MacDonald, yes P. LaRochelle, yes B. Mitchell, yes

R. Wentworth, yes

Article 10: Town Operating Budget

Shall the Town raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling \$8,691,586. Should this article be defeated; the Default Budget shall be \$8,515,043.00, which is the same as last year (with the exception of the Water Budget) with certain adjustments required by previous action of the Board of Selectmen or by law; or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised Operating Budget only. This article does not include special or individual articles addressed.

R. Wentworth motions to accept Article 10: Town Operating Budget and B. Mitchell seconded. Roll call vote:
V. MacDonald, yes P. LaRochelle, yes B. Mitchell, yes
R. Wentworth, yes

2. East Alton Fire Association - Fund Administration

R. Heath states that what the Board has in front of them is a letter of guidelines on how the East Alton Fire Association would like the funds used.

V. MacDonald motions to accept the East Alton Fire Association guidelines for the Irving and Jean Roberts Funds and B. Mitchell seconded with all in favor of the motion.

3. Sidewalks

V. MacDonald mentions that town people are pushing the snow on to the sidewalks after the snow storms while they are cleaning their driveways and this is happening after the Town has gone through and cleaned the sidewalks. V. MacDonald is wondering if there is an Ordinance and R. Wentworth believes that there is but not sure if there is a penalty for putting snow back on sidewalks. R. Heath states that he will look at the ordinances and bring this back in front of the board.

Selectmen Reports

R. Wentworth has nothing to report.

B. Mitchell had nothing to report.

P. LaRochelle had nothing to report.

V. MacDonald had nothing to report.

Town Administrator Report

R. Heath states that he does have a few things and the first is the purchase order for the payoff of the Backhoe with a payoff amount of \$35,157.33.

V. MacDonald motions to allow payoff for the Caterpillar lease for \$35,157.33 and P. LaRochelle seconded with all in favor of motion.

Discussion: R. Wentworth would like to know how the lease will be paid off as he was not here for the meeting that this was talked about and where the funds are coming from. R. Heath states that he spoke with DRA and they had stated that as long as there was an invoice that was dated for 2021 and paid before 1/14 then we are able to pay.

R. Heath states another invoice that was brought in front of him was the trade in of a 16' plow to a 12' plow that the Highway Department Director is looking at doing.

R. Wentworth motions to approve the Town Administrator and Highway Director to purchase of the '21 Protech SP12L Snow Pusher and trade in the 16' plow and P. LaRochell seconded with all in favor.

R. Heath the next thing being brought forward is from Emergency Management and the first is BMSI Software Proposal and that BMSI program is having glitches and that it has been having problems lately. This proposal is upgrade modules and encryption that will be web based.

R. Wentworth motions to approve the BMSI upgrade modules of \$2295 WebLedger (one-time fee) \$3250 Annual Subscription and the \$1350 Payroll Module (one-time fee) \$2225 Annual Subscription and to be left to the Town Administrator to determine where the funds come from and V. MacDonald seconded with all in favor of motion.

R. Heath states that the Highway Director came to him about the repeater and antenna system on Mt. Prospect from a proposal back from May. R. Heath states that the Highway Director has been looking for other quotes and that the lowest one that they had been able to find was the Ossipee Mountain Electronics, INC at \$18,505.00 as 2-way Communications was at \$24,054.37 R. Heath does state that the Highway Director does mention that both companies are offering the same.

R. Wentworth motions to accept as presented the Ossipee Mountain Electronics, Inc. at \$18,505 to replace the repeater and antenna system on Mt. Prospect and V. MacDonald seconded with all in favor of motion.

Approval of Minutes

December 6, 2021 - Public Session

R. Wentworth made a motion to approve the minutes of December 6, 2021 Public Session and B. Mitchell seconded with all in favor of motion.

December 6, 2021 - Non-Public Session

R. Wentworth made a motion to approve the minutes of December 6, 2021 Non-Public Session not divulging Item 7 but divulging item 1-6 and V. MacDonald seconded with all in favor of motion.

Consent Agenda Approval

R. Wentworth motions to approve Consent Agenda Item 1 and Item 2 and P. LaRochelle seconded with all in favor of motion.

1. Fire Department

Advanced EMT/ Firefighter, Maxwell Jeffrey Brown, \$17.08/hr., effective 1/3/2022

2. Administration

End of Probation, Stacy L. Bailey, \$20.86 to \$21.11, effective 12-14-2021

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

None

Public Input II (limited to 5 minutes per person on any Governmental/Town Business)

Kenneth Roberts approached the table. K. Roberts brings up sidewalks and mentions that there was an ordinance for sidewalks but he is not sure how old it is. K. Roberts also mentions about the driveway permit on upgrading the class V road on how it should be overseen by a Town Engineer. V. MacDonald does state that the Planning Board does have a Town Engineer already on the project.

Kelly Sullivan approached the table. K. Sullivan that with the talk of the sidewalks she is wondering if there was any talk about the sidewalks in the bay.

Non-Public Session

V. MacDonald moved at 7:14 pm to enter into Nonpublic Session under RSA 91-A: 3, II, a (employee matters), c (reputation), d (purchase/ sale of land), e (Litigation). P. LaRochelle seconded. Roll call vote:

V. MacDonald - yes P. LaRochelle - yes R. Wentworth - yes
R. Holt - **Absent** B. Mitchell - yes Roll call vote carried unanimously.

At 7:14 pm Chair MacDonald convened the nonpublic session with the following people present:

- V. MacDonald, Chairman
- P. LaRochelle, Vice Chairman
- R. Wentworth
- B. Mitchell
- R. Heath, Interim Town Administrator

V. MacDonald moved at 8:00 pm to exit nonpublic session. P. LaRochelle seconded. Roll call vote:

V. MacDonald - yes P. LaRochelle - yes R. Wentworth - yes
R. Holt - **Absent** B. Mitchell - yes Roll call vote carried unanimously

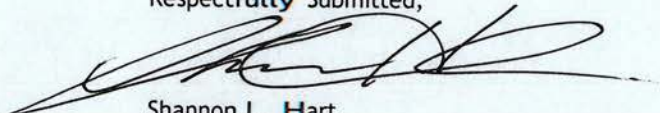
V. MacDonald moved to 'not divulge' the minutes because divulgence of the information likely would affect adversely the reputation of any person other than a member of this board or render the proposed action of the board ineffective. R. Wentworth seconded. Roll call vote:

V. MacDonald - yes P. LaRochelle - yes R. Wentworth - yes
R. Holt - **Absent** B. Mitchell - yes Roll call vote carried unanimously

Adjournment

V. MacDonald moved at 8:01 pm to adjourn. B. Mitchell seconded. Motion carried.

Respectfully Submitted,



Shannon L. Hart
Recording Secretary