

ALTON BOARD OF SELECTMEN  
Minutes  
January 19, 2023  
*(Approved - February 21, 2023)*

---

Chairman B. Mitchell convened the meeting at 6:00 PM.

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

The following staff members were present:

Brock Mitchell, Chairman  
Paul LaRochelle, Vice-Chairman  
Reuben Wentworth, Selectman  
Bob Holt, Selectman  
Andrew Morse, Selectmen  
Ryan Heath, Town Administrator

#### Agenda Approval

B. Mitchell made a motion to amend the agenda and postpone the Appointment and B. Holt seconded with all in favor of the motion. R. Wentworth made a motion 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)

C. Shapleigh approached the table. She stated that she is here tonight on behalf of her son and wife in reference to the Building Permit for Rines Road. She read a letter written by her son for the record:

*To the Board of Selectmen,*

*My wife Rebecca and I are unable to attend tonight's meeting as we are both working. We have asked that this letter be read into record and that you will take these points into consideration when discussing Rines Road this evening. In April of last year, we obtained a driveway permit for the property that we purchased at the very end of Rines Road. This is the last parcel of public land before the State forest. The land has been professionally surveyed and the driveway has been completed per the permit granted. When picking up the driveway permit we were also given a building permit with no further explanation of what the necessary steps were. Our engineer completed our septic design and submitted it to both the State and Town Code Enforcement Officer. On October 17<sup>th</sup>, Mr. Devers asked the engineer to inform us that we would need to obtain permission from the Board of Selectmen to build on a Class VI road prior to the building permit being issued. He suggested the process could take close to a month and attached an Appointment Request Form for the Board of Selectmen. We completed the Appointment Request only to be told we needed to go before the Planning Board before it could go to the Selectmen. We next went to the Planning Department to ask what we needed to do with the Planning Board in order to obtain a building permit. We were given a Class VI Private Road Building Permit permission request which we completed November 17<sup>th</sup> and turned into the Planning Board on the 18<sup>th</sup>. November 28<sup>th</sup> the Building Department said they were referring the request to the Highway Department because there was a question as to whether the road is Class VI or not. The Police Chief responded on the 28<sup>th</sup> that he had no concerns with the application. On November 29<sup>th</sup> the Deputy Fire Chief also responded that the Fire Department had no issues with the request. The Planning Department emailed us on the 29<sup>th</sup> to let us know that the Highway Department who was the last Department to complete their review and we were all set to go to the December 20<sup>th</sup> Planning Board meeting. As part of the form completed by the Highway Department, Mr. Kinmond wrote under the comment section that the staff informed that only 950' of Rines Road is considered a Class VI road and that the Town has been maintaining that portion to the turnaround at the Town line. He then stated that he will send a memo to the Selectmen about whether they would like to add this 950' to the Class V road as they perform minimal maintenance i.e. Grading and snowplowing and the Town uses it as a turnaround for equipment. Next we attended the Planning Board meeting on the 20<sup>th</sup> to seek their approval and recommendation to the Selectmen. This was done without issue and on December 23<sup>rd</sup> the Town Planner provided the packet to the Board of Selectmen and said we would be contacted once we have been scheduled with the Board. On January 13 we went to the Town Hall to ask the status of the appointment request. We were told they were still waiting on the memo from the Highway Department and that if it was received by the 17<sup>th</sup> it would be on the next agenda which brings us to tonight. What has been frustrating and what we want to share with you is how difficult and costly this process has been. We would suggest that for the average person going in for a process like this for the very first time information such as waiver and needing multiple approvals be given at the time that the driveway permit is issued. As it would have helped to move this along more quickly. We completed every form that we were asked as Police, Fire, and Highway had no issue with the request, however, once it was suggested that the last 950' become a Class V road all of those approvals became void and we went into a holding pattern waiting for the Selectmen to meet on them. We were told that our approval could not be done independently of the issue of the road being reclassified which to the average person does not make sense. We have met all the requirements. For the sake of future first time builders we hope you will create a checklist for them to follow so that delays of months can be avoided. Had we known in April we would need this approval we would have started it in April and been well on our way. Unfortunately, since then there have been seven rate increases be the Federal Reserve moving construction rates from an average of 4.65% in April to 7.08% in November in addition the contractors that were lined up are now committed elsewhere. We understand that there is a process that must be followed and we respect that we just wanted to share with you one couples rather stressful journey in trying to make our permanent home here in Alton. We hope that if you do not decide on the remainder of the road being reclassified to a Class V road this evening that you will at least approve our request to build so we can begin to work on the next steps again.*

*Respectfully Submitted,  
Matthew Johnson and Rebecca Johnson*

#### Appointments

- John DelSignore - Community Power Program

*\*Postponed*

## New Business

- Fire Department - Fire Rescue Federal Grant

R. Heath stated that he put this information in the packet in reference to a poll he took of the Board members. This was a grant that had a deadline. The poll was just a place holder for the submission. This is the full application and information. There is no action required tonight. This is more backup information. The grant is 100% match. We will not know for some time as this is a competitive grant. It is an opportunity. This type of rescue vehicle would be great to be funded by the Federal Government. We have no commitment at this point. If we were awarded it would come back to the Board at that time.

- Building Permit Request - Map 19 Lot 51-3 Rines Road

B. Mitchell stated that he does not have a problem with this. He believes that the Town is taking care of the road anyway. R. Wentworth stated that he would like to make a motion to bring it up for discussion.

R. Wentworth made a motion to approve the Building Permit request for Rines Road a Class VI road and make sure that the Town maintains it and the Town brings it back to Class V standards and B. Mitchell seconded. R. Wentworth stated that the only discussion he has is it shouldn't be a few months' process. He doesn't know why it has to go to the Planning Board when it is already a lot of record. The Planning Board at this point should not have a say in it unless it is a subdivision. R. Heath stated that he doesn't understand where the back and forth went but the policy still is to build on a Class VI road a waiver request comes to the Board. The Board approves it and you get a building permit. R. Wentworth stated that maybe in the future a checklist needs to be formed. Discussion ensued as to whether it is a Class V or Class VI road. R. Wentworth asked if by law it is a Class V road because we have been maintaining it for more than 5 years. S. Kinmond stated that is correct. The motion was called with all in favor of the motion.

R. Wentworth made a motion that the Town continues to maintain that road and P. LaRochelle seconded with all in favor of the motion.

- Public Works Department -Zero Turn Bid Specs - Approval

S. Kinmond approached the table. He stated that during the budget process they went through what items are up for replacement. This is a piece of equipment that needs to be replaced. He drafted a bid for replacing the zero turn mower. The pricing on the quotes exceeds the \$10,000.00 threshold for the Board.

R. Wentworth made a motion to approve the Zero Turn bid specs and B. Holt seconded. B. Mitchell asked what will be done with the old one. S. Kinmond stated that it will be kept as a backup. The motion was called with all in favor of the motion.

## Old Business

- Public Works Department - 2023 Paving Project Bid Award

S. Kinmond remained at the table. He put together a memo for the Board. It has been several years since the paving went out to bid. They had 4 bidders. They were all very qualified companies.

R. Wentworth made a motion to go with the recommendation of the Public Works Director to GMI Asphalt LLC for the paving work to be done in 2023 and P. LaRochelle seconded with all 4 in favor and 1 abstention.

- NH DOS - Alton EOS Equipment Grant

R. Heath stated that this is for Emergency Operations equipment. This was a matching grant. The new equipment would be the tables, seating arrangement, wireless microphones, smart board, radio equipment, etc. and the match on this grant would be either a soft match of the meeting time/ administrator time. Some of the remodeling would be considered the match as well.

B. Mitchell made a motion to accept the terms of the Emergency Management Performance Grant as presented in the amount of \$40,000.00 for the Emergency Operations Center Equipment. Furthermore, the Board acknowledges that the total cost of this project will \$80,000.00 in which the Town will be responsible for 50% match of \$40,000.00 and to authorize the Town Administrator to sign all documents related to the grant and R. Wentworth seconded with all in favor of the motion.

- Warrant Articles - Review

R. Heath stated that there is a copy of the Warrant Articles with the updates that the Board had voted on. This is more to see who wants to move the article and second it at the Deliberative Session. The Budget Committee will be doing the Operating Budget for the Town and the Water Department. R. Heath went through the articles and had the Board choose who was doing the moving and seconding.

R. Wentworth made a motion on Article #48 for recommendation of the Article and B. Mitchell seconded. R. Wentworth stated that he would not be voting for it due to the legalities of the Article and that there are no Agents to Expend. The vote was called and no affirmative and 5 nays.

R. Wentworth made a motion to recommend Article #49 and P. LaRochelle seconded with all in favor of the motion.

#### Selectmen Reports

B. Holt had nothing to report.

A. Morse had nothing to report.

R. Wentworth stated that the Conservation Commission will be getting their report by Peter Farrell on the Gilman Pond area. Then it will be submitted to the Board of Selectmen. Tuesday night the Budget Committee met for the Town of Alton and the School District.

P. LaRochelle stated that he is very happy to announce that the Master Plan was adopted on January 10. This has been in the making for many years and the committee worked very hard. He would like to thank everyone involved in it.

B. Mitchell had nothing to report.

#### Town Administrator Report

R. Heath stated that the next meeting will be the day before the Deliberative Session. If we push it up it would give the Board time to review. He would like to move the meeting to February 1. It is the consensus of the Board to move the meeting to February 1.

R. Heath stated that the packet in front of them is to look into a new municipal credit card. The Finance Manager made contact with this new company. There are issues with the current company. It is the consensus of the Board to move forward and look into the other card.

R. Heath stated that there was a memo from the Clerk's Office. This request is for an interest abatement. This is not for the actual tax bill it is only for interest. The tax payer never received a bill. The interest is for \$104.98. R. Wentworth stated that a lot of people didn't receive mail if they didn't raise their mailboxes to 48". B. Holt asked if that is justification for that. He stated that there are bills that you know that you receive. It is the general consensus not to waive the interest abatement.

R. Heath stated that the Public Works Director and himself had a conversation about the tree outside of Town Hall and the one at Ginny Park. He requests to remove them. The one at Town Hall is growing into the foundation of the building. The one at Ginny Park has been butchered by the electric company. The cost to remove them is \$1,400.00. It is the consensus of the Board to remove the trees.

B. Mitchell made a motion to remove the Town Hall blue spruce and the Ginny Park tree for the cost of \$1,400.00 by Northeast Arbortech and P. LaRochelle seconded with all in favor of the motion.

R. Heath stated that the last thing is at the last meeting it was discussed about the progress of the construction in the basement and the Board wanted numbers. He has a quote from Ridgestone for \$14,500.00 which includes demolition of the walls, constructing of the new walls, and applying a stucco, the wash, and repointing of the brick. The rough estimate for the electric is \$2,400.00. The drop ceiling estimate is \$6,200.00. There is a number of \$3,800.00 to make the floor all one level. Those numbers come out to approximately \$26,900.00. If \$30,000.00 is a reasonable number for the Board he would move forward and reassess after demolition. He would give regular updates. R. Wentworth asked where the funds would come from. R. Heath stated that for this project he would utilize what he can out of Clough Morrill Fund and ARPA Funds.

R. Wentworth made a motion to allow the Town Administrator to move forward with the Basement Project up to \$26,900.00 and P. LaRochelle seconded. P. LaRochelle asked about the cost for finishing. R. Heath stated that the block walls will be the comfort block. He would order the five panel doors. The vote was called with all in favor of the motion.

#### Approval of Minutes

- January 3, 2023 - Public Session

B. Holt made a motion to approve the minutes for January 3, 2023 Public Session and B. Mitchell seconded with all in favor of the motion.

#### Consent Agenda Approval

P. LaRochelle made a motion to approve the Consent Agenda for January 19, 2023 as presented and B. Holt seconded with all in favor of the motion.

Land Use Items - approval

Military Service Credits

Perry; Map 1 Lot 9-1; 321 Muchado Hill Road; \$2,900  
DiPietro; Map 43 Lot 47; 263 Trask Side Road; \$2,150

Administrative Abatement

Bryan; Map 15 Lot 13; Old Wolfboro Road; \$44

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*)

C. Shapleigh approached the table. She wanted to correct that the part of going to the Planning Board was not brought up after the 950' idea. That was given in the very beginning. It was a misunderstanding of the process.

L. Carr approached the table. He thinks there should be an evaluation of some of the contractors.

M. Dubrelle, owner of R & D Paving, approached the table. He thought that his company would be the ones to do paving in the Town. He has been trying to do work in this Town for many years.

Non-Public Session

None

Adjournment

R. Wentworth moved at 7:32 pm to adjourn. B. Holt seconded. Motion carried.

Respectfully submitted,

Stacy L. Bailey  
Recording Secretary