

**TOWN OF ALTON PLANNING BOARD  
MINUTES 2019  
MARCH 19, 2019**

**APPROVED**

**Members Present:**

Roger Sample, Chairman  
Scott Williams, Vice-Chairman  
Russ Wilder, Clerk  
Drew Carter, Member

**Others Present:**

Nic Strong, Town Planner  
Jessica A. Call, Recording Secretary

**CALL TO ORDER**

Roger Sample called the meeting to order at 6:00 P.M.

**APPROVAL OF AGENDA**

Scott Williams asked if there were any changes to the agenda since it was posted; Nic Strong stated that the discussion for All in for Alton was added after the agenda was posted.

**Scott Williams MOVED to accept the March 19, 2019, agenda, as presented.  
Russ Wilder seconded the motion, and it PASSED unanimously.**

**ELECTION OF OFFICERS**

**Scott Williams MOVED to keep the same officers as last year.**

**Roger Sample, Chairman; Scott Williams Vice-Chairman; Russ Wilder, Clerk.**

**Russ Wilder seconded the motion, and it PASSED unanimously.**

**4. Time Extensions**

<b>Case # P10-20 Mark C. Sargent, LLS, of Richard D. Bartlett &amp; Assoc., LLC, Agent for Bahre Alton Properties, Owner</b>	<b>Map 26 Lot 10-1</b>	<b>Time Extension Residential Commercial (RC) Wolfeboro Hgwy.</b>
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The Chairman read the case into the record.

Present was Mark C. Sargent, LLS, agent.

Mark C. Sargent, LLS, came to the table. He stated that he was seeking an extension for the approval at the Hannaford's site for the two (2) pad sites in the front. He noted that there were some people interested in those sites, but everything fell through. All of their permits, wetlands, Army Corps of Engineers, and

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AoT all expire in October 2020. Roger Sample thought that the Board should approve the time extension to October 1, 2020, when the permits expired.

Roger Sample opened public input. No public input. Roger Sample closed public input.

Russ Wilder noted that if construction was to begin, detailed plans needed to be submitted. Mark Sargent, LLS, stated that he was going to follow the old set of plans, which was what they were approved for, and if there were any changes, he would submit them. Roger Sample asked about vesting. Russ Wilder asked if substantial completion was ever established. Nic Strong did not think that any thresholds were put in place. Mark Sargent, LLS, stated that the impacts to the wetlands had to be completed by October 1, 2020. Russ Wilder noted that the wetland permit ruled the timeline of the project because if the work in accordance with the wetlands permit was not completed by October 1, 2020, then Bahre Alton Properties would have to reapply and start from scratch.

**After due hearing, Scott Williams MOVED that the Alton Planning Board hereby approves Case #P10-20 for Bahre Alton Properties for a time extension to the Final Major Site Plan Review, Map 26 Lot 10-1, for a time extension to October 1, 2020, before construction must commence.**

**All other conditions of approval of the September 7, 2010, and March 15, 2011, Notices of Decision shall remain in full force and effect.**

**Russ Wilder seconded the motion, and it PASSED unanimously.**

<b>Case # P16-31 Victor Perin, Owner</b>	<b>Map 9 Lot 1</b>	<b>Time Extension Rural (RU) Suncook Valley Road</b>
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The Chairman read the case into the record.

Present was Victor Perin, owner.

Victor Perin came to the table. He stated that the main building was substantially completed; there was a back section, 50' x 20' that would be heated self-storage that was not yet done. He asked if it was okay with the Board to have that completed when he finished the pad sites for the standalone buildings, which would be in about a year to a year and a half. Russ Wilder referred to the approved plan and asked how much of the work had been completed so far. Victor Perin shared that the yellow portion of the project indicated on the plan was completed, and noted that the next phase did not have to be completed for another five (5) years. All he was looking to have the Board extend at this meeting was completing the back section. He noted that he had already installed the fire alarms and the lighting, and that the Fire Department was coming for an inspection tomorrow; after that inspection, he was going to ask John Dever, III, Building Inspector, to inspect the building and then obtain a Certificate of Occupancy. Russ Wilder read from Victor Perin's Time Extension request, "I'd like to complete the back heated self-storage area (the part that was in yellow) with the completion of the exterior self-storage building." Russ Wilder noted that there were three (3) additional buildings on the plan. Victor Perin stated that he was

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only going to put in two (2) additional buildings. Scott Williams asked if the heated storage area was under the confines of the existing building; Victor Perin stated, yes. Drew Carter asked if the previous time extension deadline was April 18, 2019. Victor Perin stated that was correct and he would have 90% of the building done by that time. Drew Carter asked how much time did Victor Perin need to wrap up Phase 1. Russ Wilder read from the Planner Review, which stated, "Active and substantial development or building relative to the five year exemption to regulation/ordinance changes will be achieved upon receipt of a Certificate of Occupancy for all but the back heated self-storage area of the existing building, by no later than xx 2019." Victor Perin stated that that area would be finished at the same time the exterior buildings needed to be finished. Russ Wilder was not sure when that was. Nic Strong stated that the sample motion on the Planner Review split the requirements into two parts, the first part about active and substantial building required a Certificate of Occupancy for what had been completed by a certain date this year, and then the heated portion in the second part went along with the five-year vesting by 2021. Victor Perin thought that by the beginning of April he should be ready to have John Dever, III, come in for a final inspection. Roger Sample thought the deadline should be April 30, 2019, to obtain a Certificate of Occupancy. Scott Williams stated after that was completed, then the Board could address the heated section. Russ Wilder noted that the heated section should be completed by October 18, 2021. Victor Perin stated again that he was only going to construct two (2) additional buildings. He decided not to construct the building on the left-hand side; it was just going to stay as a grassy area.

Roger Sample opened public input. No public input. Roger Sample closed public input.

**After due hearing, Scott Williams MOVED that the Alton Planning Board hereby approves Case #P16-31 for Victor Perin for a time extension to the Final Major Site Plan Review, Map 9 Lot 1.**

**Active and Substantial Development or Building relative to the five-year exemption to regulation/ordinance changes shall be achieved upon receipt of a Certificate of Occupancy for all but the back heated self-storage area of the existing building, by no later than April 30, 2019.**

**The back heated self-storage area of the existing building shall be completed as part of the construction of the remaining buildings and paving of the lot for achievement of substantial completion of improvements for final vesting by October 18, 2021, or sooner.**

**All other conditions of approval of the October 18, 2016, Notice of Decision shall remain in full force and effect.**

**Russ Wilder seconded the motion, and it PASSED unanimously.**

**Other Business:**

**1. Old Business:**

- a. Continued discussion, re: All in for Alton and next steps for the Master Plan update

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Sue Cagle from UNH Cooperative Extension came to the table. Nic Strong mentioned that Sue Cagle came to talk to the Board because at the last meeting after they looked at the All in for Alton report, they decided to create a survey and wondered if she could help with a draft.

Russ Wilder noted that the report included some great ideas from the townspeople, but not many of them were involved. He wanted to know if there was a way to get the information that was compiled in the report out to more people in the Town. He thought maybe mailing something out and including the summer residents, that way the Board could say that they did all they could to get input, before they made their decisions. Scott Williams thought sending something out after July 1<sup>st</sup> would be beneficial because more summer residents would be in town.

Roger Sample asked now that the report was completed, what were the next steps. Sue Cagle stated that there were action groups that were based on some of the ideas that came out of the All in for Alton profile that have been meeting monthly since the profile. She noted that some of those action groups were working on a website and a Facebook page. Some of the groups commented on having a recreation facility and an outdoor activities area, and those groups have connected with Committees that have already been formed by the Selectmen. She noted that there were other groups that were trying to promote ways to better connect and market the trail systems. She thought that the Board could support the groups of people that have already contributed and were involved. Scott Williams thought that if the Town implemented a GIS system, that the trails could be uploaded and would be easy to find. He noted that the GIS system was beneficial to the town because the system could show many layers of a particular property, for instance, the Highway Department could show drainage and paving, the Water Department could show where all the hydrants and water mains were, and the Building Department could show where the houses were built, and when the Planning Department approved subdivisions, that could get entered also. Sue Cagle asked if the Town was seriously looking into implementing the system. Nic Strong stated that the Selectmen had been talking about it for a long time, but the upfront costs kept them from going forward. Scott Williams mentioned that there was a surveyor in Town that was willing to do the surveying for a short amount of money, but he kept being pushed off.

Russ Wilder was hoping for broader input from more townspeople. He wondered if by the summertime, someone could put a package together and it could be sent out to everybody that paid a tax bill, which would ask the townspeople what they thought of the information that was put together at the profile, and then the Board could see what response they would get back. Drew Carter thought that being validated and maybe having the groups come before the Board to present what they had, then that would give them more exposure to get more people in town involved.

Sue Cagle pointed out that the information the Board received was not only from the people who attended the profile, it also came from suggestion boxes, Facebook postings, and from the steering group that went around town and engaged with the

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townspeople. She shared that sometimes towns would follow up with a survey, which would be way to share the common themes. Russ Wilder thought that when people had a chance see some of the work that was done, they tended to get more involved. Sue Cagle stated response rates on surveys were typically not great, around 20%. She stated she would work with the Board to come up with a survey, but they would have to come up with priorities, like what information would be most helpful to ask the townspeople. She suggested paper copies, digital copies, and an online survey, but that would involve someone collating the paper copies of the surveys. Scott Williams suggested Survey Monkey because most people had access to the internet. He said he was upset with a survey that was done years ago because the questions seemed biased, and he noted that was not how the Board was trying to plan the town by having only a few people guide the rest of the town where they wanted things to go towards a specific outcome.

Russ Wilder shared that the goal of trying to reach out to the townspeople in several different ways was to stave off criticism later on that from people saying that the Board did not do enough. Scott Williams mentioned that the summer people usually got upset because they felt left out. Roger Sample stated that everyone who was a taxpayer should get the survey and it could be sent out with a tax bill. He wanted to know if Sue Cagle was still actively involved with the community profile. Sue Cagle stated that she was still involved, but more as a support system to assist the groups in getting organized. She was happy to assist the groups get through the next phase for the next six to eight months. She noted that she was not there to do the work for the Board, but she was very happy to assist. Sue Cagle mentioned that the steering committee worked hard to identify groups in the community to reach out to; they went out and talked to community groups and giving them an opportunity to give feedback. She noted that she would help come up with drafting some of the survey questions that would be focused on updating the Master Plan.

Roger Sample thought that the list that was presented at last month's meeting was a good starting point. Sue Cagle shared that two of the big themes were Economic Vitality, Housing, & Neighborhoods; and Health, Wellness, & Recreation. The groups addressed those two themes and questioned what Alton had currently and what needed improvement in the future. The groups then came up with five major projects, which were a website, recreation complex, interconnected trails, main street revitalization, and more youth involvement in community action. Russ Wilder thought that the Board's purpose for their inquiry was geared more towards economic development, housing, use of the land, where does the town want to be 20 years from now, decent paying jobs, and commuting; these were the types of things that would keep younger families in Alton. Scott Williams noted that Alton needed middle-class executive positions. Russ Wilder noted that good internet service would be good because it would allow people to work from home. He also wanted to get information on how could the downtown Main Street area become more of a livable, walkable area with events happening at night time. Scott Williams pointed out that the Town was restrictive because of the lack of town sewer. He noted that the face of Alton would look entirely different if there was a town sewer. Russ Wilder stated that the Town

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could go into a community system, but it would cost a lot of money. Scott Williams noted that Alton was going to be part of the Lake Winnepesaukee basin project of 1970 where the town had to pay either 2 or 3% of the waste, and it would have been piped to Franklin where the treatment plant was. He shared that the Town had put money away for that and since the money sat so long, the Town used the funds to build the Transfer Station. He noted that another problem was that the Residential Commercial Zone was the village district and there was no real Commercial zone where some of the larger businesses could go.

Sue Cagle thought that the Board could take the information they received and compare it to the sections of the Master Plan and see how they fit together. Russ Wilder mentioned that he heard from the townspeople that they did not want change. He pointed out that young families had a hard time living here. Scott Williams stated that the Town started to work on accommodating some housing, like a cluster development, but there were people in town that were convinced about Agenda 21. He pointed out that if a lot had to have 200 feet of frontage, that would cost a ton of money to build a roadway for that; therefore, it was better to build smaller and to possibly have the road stay private. He stated that Alton was unique because it had a few different tax districts like the lake, downtown, and the rest of the town. He wanted to see a fourth zone where jobs could be created. Russ Wilder wanted to see a questionnaire that was built upon the comments that came from the community profile. Nic Strong did not think that other correspondence could go into the same envelope as the tax bill. Roger Sample suggested that in the envelope with the tax bill, there could be a slip of paper telling people about an online survey. He further thought that each slip of paper could have a number and the townspeople could respond with that number and alleviate duplicate answers.

Sue Cagle stated that she could help out with the digital survey start up. She would pull some of the themes out of the profile. Russ Wilder noted that if the sections of the Master Plan were looked at, then the comments from the profile could be placed into the different sections. He wanted to know if the survey was going to have check boxes. Sue Cagle stated, not necessarily, there could be fields where the townspeople could type in their answers. She pointed out that yes/no questions would limit input. Drew Carter then suggested coming up with questions that would give the townspeople an option to rate “highly recommended” or “not recommended” and also have a section where they could explain why. Scott Williams wanted to know if the budget had any funds for mailing out the survey. Nic Strong stated that additional mailings were not budgeted, so she was going to figure out how that would work. Sue Cagle was going to draft up something, which would include the categories that related to the Master Plan.

Russ Wilder thought taking Master Plan categories informed by the input from the community profile would provide the Board the data they needed to add into the Master Plan with added validity from the participation. It was noted that paper and digital formats had to be available and some questions with sliding scales of

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agreement, strongly agree to strongly disagree, were important. Sue Cagle stated that she would provide the Board with some suggested draft questions.

**2. New Business:**

- a. Discussion of Town Engineer contracts and Construction Observation Guidelines.

Russ Wilder noted that under “3.0 Administration”, it stated, “3.1 Applicability: Per the Town of Alton Subdivision Regulations.....”; he thought changing that sentence to read, “as required by.....”, and add a specific date instead of “Per”. Roger Sample was not sure what the changes were all about. Russ Wilder explained that these Guidelines acted like a manual for the Town Engineer to use when determining what needed to be done when they performed construction observations. He further noted that the language in red and underlined had been added, the language that was in red and was struck out was proposed to be deleted, and the language in black was original to the Guidelines and was to stay in place. Russ Wilder stated that several definitions were struck out. Drew Carter asked if that was because the definitions appeared in other regulations. Nic Strong stated, no. She explained that the Guidelines were written and adopted by the Board in May of 2015. She further noted that the definitions that had been struck out did not appear anywhere in the Guidelines; therefore, there was no reason to have definitions for words that were never used in the document.

Russ Wilder read through “1.4 Responsibilities of the parties”, and it seemed to be reasonable. Drew Carter suggested that in section “1.4 Responsibilities of parties”, he thought that there should be a number category for Owner/Developer/Applicant. He pointed out a possible inconsistency between “6.3 Construction Layout” and “7.1 As-Built Drawings”, about who should prepare or submit as-built plans. Scott Williams noted that the contractor should not be the one to provide the as-builts, because it was up to the Town Engineer to certify that what was constructed was what the Board approved. Drew Carter thought that instead of it saying “independent consultant”, it should say “contractor”. Scott Williams stated that technically it should be the property owner or developer who was responsible for providing the as-built, not the contractor because the contractor could have a biased view. Drew Carter thought that the provision of providing the as-builts should be under section, “1.4 Responsibilities of the parties”, and that providing the as-built should be a condition of approval.

Russ Wilder noted section “4.1 Construction Observation Scope of Services”, where it stated, “Should questions arise as to the scope of the proposed construction observations for any given project shall be discussed and agreed upon as part of the application approval process.”, he wasn’t sure if “and documented” should be added. He mentioned that he was aware that minutes were taken of the meeting, but maybe a separate checklist should be made so everyone was clear on what they agreed to, in order to avoid any confusion later on in the project. Scott Williams brought up the fact that there was a checklist that the Board used for Subdivision and Site Plan applications. Nic Strong stated that could create problems because there was a difference between an estimate and a checklist and each project would be different. She did not want anything in the Guidelines that would give anyone an impression that

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the estimate for the escrow could not be changed because if something occurred on the project, the estimate would change. Russ Wilder noted that whatever was stated in the meeting that the applicant and the Town agreed to what the scope of the construction observations were going to be for that particular job would be documented on a checklist. Nic Strong stated that sounded similar to what the Board did with West Alton Marina. She pointed out that information was located in the Notice of Decision. Russ Wilder thought that somewhere in the guidelines it should be clear on how the construction observations would take place.

Russ Wilder commented about, “4.2 Construction Observations Organization”, where it stated, “The Town Planner shall coordinate and assign each project to one of the Town Engineers on a rotational basis.....”. He thought “unless a specialty is needed” should be added. Nic Strong stated that would not really matter much because the Town Engineer could hire out a sub-contractor and add it to the estimate. Russ Wilder referred to “4.3 Construction Observations Escrow”; he inquired about the process on how the Town Engineer was billed and paid. He asked if the Town Engineer got paid based on a percentage of completion, was it a schedule of values, exactly how was the billing going to work. Nic Strong stated that she indicated the Town Engineers would be paid monthly. Russ Wilder asked what that was based on. Drew Carter thought it would be based on a document that was provided by the Town Engineer that stated how many hours they worked, or by a schedule of values that were broken out by estimating that surveying costs \$20,000 and 16% of the project was complete. Russ Wilder was concerned because he wanted to make it clear so they could avoid the issue that the Board was currently handling. Roger Sample was not sure if it could be done that way because there could be some months that nothing was observed. Scott Williams stated that depended upon what was already achieved; it could fall under a percentage, but most Engineers operated by the hour. Nic Strong stated that she specified that the Construction Observation Logs or Reports had to contain certain items and every time the Town Engineers submitted an invoice, the observation logs should be sent in with the invoice so the time could be matched up to the time billed. She noted that the invoice was sent to the Town, the applicant, and the contractor all at the same time.

Drew Carter asked if anyone verified that the Town Engineer was out there for a certain amount of time. Scott Williams stated, no. He mentioned that these consulting engineers sometimes felt that they could bill more for the design review than the actual observations. Russ Wilder wanted to figure out a way to fix that problem. He asked Scott Williams, since he was a contractor, how he would control the billing so he felt like he was being fairly treated. Scott Williams stated that the hourly rates for the engineers and engineers in training (EIT) should be posted, but many times engineers would have EITs doing the work, and it was not reflected properly in the billing because they had two different rates. Russ Wilder asked what language could be added to the Guidelines to make it so the Board or the applicants did not feel like they were being used. Scott Williams thought that if the Board could see how Pete Julia, P.E., did his billing, he thought that would be beneficial because he always billed within reason. Russ Wilder thought that if the Town Engineer was given a scope, and as long



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as the engineer stayed within that scope, then everyone would be able to agree with the costs. Drew Carter suggested shortening the billing period to twice a month, the 1<sup>st</sup> and the 15<sup>th</sup>, because then if there was anything that threw up a “red flag”, it would give the applicant an opportunity to address it sooner than later. Scott Williams thought that if a contractor was building a road, they might not see the engineer for about 6-8 weeks. He noted that the engineer may only be on site for about 20 minutes and they were not going to be checking elevations because that was not within their scope; he was just going to be making sure that the culverts were in and embedded properly and checking on other items. Drew Carter asked if the engineer would be checking gradations. Scott Williams stated, no; the applicant would have to hire a testing company and they would pay for that themselves, but the engineer would need to see the reports.

Russ Wilder wanted to discuss “6.5 Testing”, which stated, “The materials testing firm hired by the Owner/Developer/Applicant or Contractor to perform the material testing required by the Town shall have a soils laboratory and qualified technicians in soil, concrete and asphalt testing. The testing schedule shall be communicated to the Town Engineer with a minimum of 24 hours’ notice.” “If requested, the Town Engineer shall arrange for geotechnical testing at the Owner/Developer/Applicant’s expense.” Drew Carter stated that the International Building Code’s newest version had rewritten requirements that the contractor could not hire the testing company. Nic Strong stated that this issue was not IBC/Building Department related. Drew Carter understood that, but he thought it did fall under the same premise that if a contractor hired someone to test soil samples and then take their word that the soil was good. Nic Strong noted that was why it was a good idea to have the Town Engineer hire the company, but that was not how Alton had ever done it. Scott Williams agreed, and shared that neither New Durham nor Laconia had the Town Engineer hire an outside company. Nic Strong thought that what the Board was trying to say was that it should be up to the applicant to hire the company who would perform the testing, but it would also give the Town Engineer an opportunity to state whether that particular company was a good company to use; having the Town Engineer present to give their input would give the applicant the opportunity to choose another company that was more suitable for the project. Scott Williams noted that most companies could provide gradation reports after the purchased materials were weighed.

Russ Wilder wanted to clarify the scope of the work and how would the work performed by the Town Engineer be justified when paying for the work. Scott Williams stated that would be based upon what was given as a quote to perform the inspections. He mentioned that when CMA Engineers worked for the Town, they refused to provide a quote, and then eventually the Town did not want to do any work for them because projects could not just be open-ended. Russ Wilder stated if a scope of work was provided with the work broken down into different tasks, and as long as the engineer stayed within that scope, that was all the engineer would bill for. Nic Strong stated, not necessarily. She stated that the problem with that was if you took the estimate and stated that was the final number..... Russ Wilder clarified that the estimate was based on a certain scope, and if that certain scope changed..... Scott Williams stated that the problem with the scope could be that if the scope changed, that

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change was not approved, and then the applicant would have to come back before the Board again and it would cost more money in the end because the contractor did not have everything in order. Russ Wilder wanted the Guidelines to be written in a way so the applicants would not feel like they were being taken.

Nic Strong stated that at the approval stage, if the Board deemed construction observations necessary for a project, then the scope would be defined; that meant that the Board would have to state in broad terms what they wanted to be inspected. Once the escrow was put in place, the inspections would be scheduled by the contractor or owner, because the Town Engineer only performs inspections when they were requested to do so. She pointed out that someone should be on site because the engineer would need to relay information to someone while they were inspecting. The invoice for the inspections would come on a monthly basis with the log that had all of the inspections that were being billed. If the contractor ever stated that the engineer was not on site as long as they indicated on the log sheet, then the invoice would not be paid until that was squared away. Scott Williams thought that the contractor or a representative should sign the form that the engineer would be using for inspections. Nic Strong thought a logbook for time in and out was more efficient, because the engineer would go back to the office and type up the log sheet.

Roger Sample gave an example that even though an engineer or a sub-contractor was on site for only five minutes, that did not mean they would only be billed for five minutes of work; that included the time spent back at the office doing the administrative work on that particular visit. Scott Williams mentioned that the Board should look at Farmhouse Engineering because they had a checklist they used when they went on site. Roger Sample stated that the billing for the five minutes on site should include everything that had to do with the testing, like the on-site visit and all the paperwork that that visit entailed, instead of billing separately for the on-site visit, and the paperwork. Nic Strong stated that the issue with the project that the Board was talking about did not have to do with the cost of the actual physical testing, the issue was that the buckets that were picked up by engineer were incorrectly labeled in some instances and the other buckets that had been left behind a gas tank did not get picked up during that visit because no one informed them that the buckets were separated. The engineer did not charge the applicant to go back out a second time. The testing company contacted the engineer and informed him that some of the samples did not have labels and did not match any of the lifts that were going under the porous pavement and they did not know what the material was to be used for. The engineer then had to call the contractor informing them about the labeled bucket telling them it did not match anything they were looking for, and what did they intend to build in that area where the soil came from. The paperwork that Roger Sample was referring to was the tracking of all of the back and forth at the beginning of the process. The applicant argued that the issue was not as messed up as it was, but the reports that were extremely detailed explained all that back and forth and the fact that some of the samples had to be redone.

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Russ Wilder wanted to make sure that the Guidelines explained exactly what the applicant and the engineer would be agreeing to. Nic Strong stated that the Guidelines needed a public hearing in order to be adopted. She was going to revise the Guidelines and get it back out to the Board before the next meeting. She shared that she sent the Guidelines to the two (2) Town Engineers; she heard back from Northpoint Engineering, but not from KV Partners. She also noted that what Northpoint suggested was to reduce some of the current regulations to make the process flow easier. She noted that everything in black was current; she did not change any of that language that was originally in the Guidelines. Nic Strong pointed out that she added language about the process, the responsibilities, and who did what and when, and an as-built requirement. She suggested giving her a couple of days to add the edits from tonight's meeting, and then she would send out an updated version. Russ Wilder wanted to make sure that the language was clear because the applicant and the Town Engineer would be entering into a contract and they both needed to know what was expected of them. Drew Carter suggested putting in a definition of security. Nic Strong thought it would be best to refer to the other regulations that currently existed.

Nic Strong stated that the one-year RFP contracts were up for the Town Engineers. She noted that the Board had decided to start off with a one-year contract, and then commit to either a one-year contract again, a three-year contract, or RFP the process again. Russ Wilder pointed out that the Town currently had KV Partners and Northpoint Engineering. Scott Williams stated that the Board's previous opinion was to have an engineer who could handle smaller projects and one to handle the larger projects. He was concerned because there was a lot of push back on the current engineers. Nic Strong pointed out that over the past year, there were not enough projects with Northpoint for the Board to determine how they function, as compared to KV Partners who had been a Town Engineer for some time. She shared that KV Partners rates were going to stay the same at \$99 an hour. Northpoint looked at their rates every February, and they had adjusted their construction inspector from \$85 to \$90 in 2018, but kept the Town at the same rate because that was what they were contracted for. If Northpoint was going to stay as one of the Town Engineers, their rates were going up to \$90 an hour for the construction inspector, and would remain at \$112 for the principal engineer.

**Russ Wilder MOVED to keep the two (2) current Town Engineers, KV Partners and Northpoint Engineering for one year, with the change in rate from \$85 to \$90 for the construction inspector at Northpoint Engineering.**

**Scott Williams seconded the motion, and it PASSED unanimously.**

- b. Discussion of request from Paul George for an alternate Town Engineer for inspections of Alton Bay Self Storage.

Scott Williams asked whom Paul George was currently using; Nic Strong stated, Northpoint Engineering. Roger Sample thought that Paul George was making a mistake because he already had a current contract, and Northpoint Engineering stated

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that the project was probably going to come under the estimate. Some costs that were upfront were unexpected, and that was a problem for Paul George; now he wanted to change engineers. Scott Williams thought that Paul George would have a hard time getting a second engineer to use his stamp and approve the work for what the first engineer already performed. Russ Wilder thought that if Paul George did not have all of the construction observations completed, he could not get a Certificate of Occupancy, and it appeared that it would only be a few weeks until the project was completed. Russ Wilder thought that as soon as the snow melted, the paving needed to be done. He pointed out that Northpoint Engineering thought that Paul George was not going to be charged the whole estimated amount, but evidently, Paul George did not like the way he was being billed. Russ Wilder read from Paul George's email, "I understand that you were voted to pay the invoice however I am still believing that that is out rages invoice it should not be paid. I am formally requesting that they not allowed to work on my job any further." Russ Wilder stated that was a formal request in an email from Paul George and the Board needed to address that.

Russ Wilder noted that if the Board took Northpoint Engineering off the job, Paul George might not be able to open his business this summer. Roger Sample stated that Paul George would have to open his business this summer because he had paid a lot of money to put into the business, and he did not understand why he was doing what he was doing. Scott Williams thought that Paul George was mad. Roger Sample stated that another problem was the fact that Paul George did not want the Board to pay Northpoint Engineering for the work that they already performed. Nic Strong stated that Paul George stated that, but that was after she sent him the emails that the Board had voted to pay Northpoint Engineering; the invoice had already been paid.

Russ Wilder pointed out that Nic Strong's email to Paul George was dated February 20, 2019, at 8:40 am, and he responded back about an hour later. Nic Strong was not sure about what the costs would be, but if the Board allowed Paul George to switch to KV Partners, they would have to get access to all of the plans, documents, and all of the test results in order to get up to speed, and the costs would be astronomical in the end. Drew Carter thought that was the accurate response to Paul George's request to switch engineers. Scott Williams stated that the Board could not control those expenses because sometimes engineers were very finicky, and he did not blame them for that. Russ Wilder thought the Board should let Northpoint Engineering finish the job so Paul George could open his business. Roger Sample thought that if the Board allowed KV Partners to come in and give an estimate of the total cost and perform the final inspections, then let them come in and give Paul George an estimate of whatever it was going to cost to do all the research.

Russ Wilder did not want to remove Northpoint Engineering from the project. Roger Sample thought it was the applicant's option, but express that the Board highly suggested to have Northpoint Engineering finish the project, but if Paul George wanted KV Partners to complete the inspections, then he would have to get a quote from them. Russ Wilder stated that the Board could not tell Paul George what to do, but they could inform him that the Board was not inclined to remove Northpoint Engineering as the

Town Engineer from his project. Scott Williams mentioned that consistency with the construction observations was important. Drew Carter wanted to know if there was anything in the Guidelines that gave the applicant the right to say that they did not want a particular engineer. Roger Sample wondered at the very beginning of the project, did Paul George have the right to say which engineer he would have on his project. Nic Strong stated, no, the Board worked on a rotational basis with engineers in order for it to be fair for the two engineers; that would be bad practice to let the applicant choose, unless there was a clear reason why a particular engineer could not work on the project. Drew Carter suggested in the response back to Paul George that they put in some of the reasoning as to why the Board voted the way they did because maybe he did not realize that the project would run into some delays. Russ Wilder thought that the Board should make the response a direct response, like for instance, "Given the late stage of this project, the Board decided to not honor your request." Scott Williams stated that Paul George only needed to lay the finish materials and then lay down the asphalt. Russ Wilder thought that if it had not snowed in November last year, Paul George would have been done last November. Nic Strong pointed out that was the plan, but then it snowed.

**Russ Wilder MOVED to deny the request of February 20, 2019, by Mr. Paul George to have the Town Engineer, Northpoint Engineering, removed from his project given the late stage of the project. Scott Williams seconded the motion, and it PASSED unanimously.**

- c. Scott Williams asked how possible it was to get a report of the CIP that was presented to the Board of Selectmen, and what did the Board of Selectmen move forward to the warrant. He felt bad for the CIP Committee because they spent numerous hours in futility. He shared that he was on the CIP Committee the first two years that it was in place, and he thought that he wasted a ton of time working on things because the Board of Selectmen really did not pay attention to what the Committee came up with. Russ Wilder asked if it was the Board of Selectmen that asked the Planning Board to put together a CIP Committee. Scott Williams thought the law required it. Nic Strong stated that there was a law that the Planning Board was in charge of CIP, and specifically two years ago, the Selectmen asked the Planning Board to resurrect CIP because it had died down; therefore, it was requested by the Selectmen. Scott Williams wanted to know if the Selectmen moved forward the topics in the CIP to a warrant article or in the budget that the CIP recommended. Nic Strong stated she could get a copy of the minutes of the Board of Selectmen's meeting where they discussed CIP. She noted that the Board did see a copy of the report that the Selectmen slashed several items from. Scott Williams stated that when he used to do the CIP for the Fire Department, he asked if the Selectmen wanted to see next year and the year after because it was a very daunting task for the budget process for the Town. If there was no commitment to the items in the CIP, the plan was not going to work. Nic Strong stated that this year's CIP would have started to ramp up the items that were needed, but the thing that the Selectmen did that really caused the townspeople to scrutinize was the fact that they took out the CRF for Road Construction for \$950,000. She shared that was not just a CIP item, that had been in the Town budget for a very long

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**APPROVED**

time, and she was not sure what the reasons were for that being taken out. Scott Williams stated that CRF for the road construction started off when the capital reserve funds were available; the Town would pay \$100,000, and they would pay \$800,000. Nic Strong stated that it was a shame because the amount was \$750,000 for a long time and everyone had agreed to the \$950,000 for the last three or four years, and she did not think that the Town would get that back. Scott Williams stated that the Town had ignored roads forever and they were falling apart; now the Town was like a cat chasing its tail trying to get things caught up. Nic Strong was concerned because she thought that the Town of Alton was going to end up like Goffstown, which had to bond some roads in order to catch up on the repairs. Russ Wilder thought that things were going well for the Town. Nic Strong stated, yes, if they had stuck to the plan. Scott Williams pointed out that roadside ditching had not been done like it should have been on a regular basis, but that had to do with the Road Agent and the Selectmen. Nic Strong wanted to know exactly what Scott Williams was looking for. He stated that he wanted to know what the Selectmen, from the CIP, moved forward to the ballot because if they did not do anything, he was going to recommend that the Planning Board not move forward with CIP anymore; it was not fair to the people that volunteered their time.

**3. Approval of Minutes: February 19, 2019**

**Russ Wilder MOVED to approve the minutes of February 19, 2019, as presented. Scott Williams seconded the motion, but abstained along with Drew Carter.**

Russ Wilder thought that the Board would have to wait until the April 16, 2019, meeting in order to approve the minutes because there was not a quorum present in order to approve them. Roger Sample stated that the Board was going to suspend the approval of the minutes of February 19, 2019, until the April meeting.

**4. Correspondence for the Board's review/discussion/action:**

**5. Correspondence for the Board's information:**

- a. Myths about flooding...busted! Fact Sheet from NH OSI.
- b. Nic Strong shared a memo to the Board regarding the Right to Know Law meeting with Jim Sessler, Esq., Town Counsel. If Board members could attend, they needed to let administration know they were going to be there.

**6. Any Other Business that may come before the Board:**

**Public Input on Non-Case Specific Local Planning Issues**

**ADJOURNMENT**

**At 7:58 P.M., Scott Williams MOVED to adjourn.  
Russ Wilder seconded the motion, and it PASSED unanimously.**

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***APPROVED***

The meeting adjourned at 7:58 P.M.

Respectfully submitted,

Jessica A. Call  
Recording Secretary

Minutes approved as submitted: April 16, 2019