

ALTON BOARD OF SELECTMEN
Meeting Minutes
April 4, 2005
ALTON TOWN HALL

Chairman Sherwood convened the meeting of the Board of Selectmen at 6:00pm. Present were the following members of the Board and staff:

Chairman, Alan Sherwood
Vice Chairman, Cris Blackstone
Selectman, Stephan McMahon
Selectman Patricia Fuller
Selectman, A. Pete Shibley
E. Russell Bailey, Town Administrator

A. Sherwood led the assembly in the Pledge of Allegiance to the Flag and a Moment of Silence.

Approval of the Agenda – the Agenda was approved with amendments for additional items under New Business as follows: #6 – Appointment to Lakes Region Planning Commission and #7 - New Ordinance Re: Town Hall and Town Buildings

Appointments

The Board met with Don Wilson from the U.S. Postal Service. He explained the agency had reviewed correspondence relative to the Bay Post Office and that a compromise was reached to keep the Bay Post Office open for year round residents as well as seasonal residents. He suggested the Post Office hours would be from 9 – 1, five days a week with a Clerk in attendance, and that customers would also be able to pick up their packaged mail from there rather than traveling to the village. One postmaster would serve both Post Offices. A survey will be sent to the postal customers using the Bay post office regarding this proposal. The Board expressed their appreciation for consideration in this matter.

The Board met with Cynthia Balcius, Chairman of the Planning Board and Town Planner, Kathy Menici reference the Community Survey. C. Balcius explained the Planning Board is working on a re-write of the Master Plan as well as looking at Town Zoning, one of the portions or components of this is to obtain feedback from the Town. The Planning Board worked with K. Menici to put together the Community Survey that has been included in “Main Street”, and it is also on line, or available at the Town Hall. The Survey should be returned by April 15th or mailed to LRPC. K. Menici detailed the survey for the Board (copy attached). She advised the Planning Board is considering light industry, non-polluting companies, and no heavy traffic. The information will be taken to LRPC, they will enter the data from the survey and start to collate the information, this gives residents the opportunity to express their interests and concerns about growth in the

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community. A forum is scheduled on the April 13th at 7:00pm in the Town Hall, public input would be appreciated. Discussion included a time frame in returning the survey and the percentage of responses expected. The Board expressed their appreciation to Cynthia Balcius and Kathy Mencini for their work and presentation.

Selectmen's Committee Reports

C. Blackstone reported she had attended the Gilman Museum Committee Meeting. A workshop is scheduled for the Museum on April 6th at 6pm in the Museum, an exhibit and summer activities will be discussed. C. Blackstone noted she had attended the Belknap County Economical Development Council Annual Meeting. and she will bring in information for the Board relative to Alton statistics.

P. Fuller stated she will be meeting with the ZBA on Thursday the 7th.

P. Shibley reported that he will be meeting with the Downtown Revitalization Committee and the Parks and Recreation Committee later this week.

A. Sherwood advised on March 28th, he and Selectman Sarah Silk from Wolfeboro had presented a 2-year overview with results of the Household Hazardous Waste Facility, to the Regional Lakes Region Planning Commission in Wolfeboro. He continued the intent is to have more towns use the facility, and that usage was up from the previous years, cost per household was down. He continued the Planning Board had conducted a workshop regarding road issues and standards on low volume roads with Ken Roberts and a regional manager of the NH DOT.

Town Administrator Report and Verbal Updates

R. Bailey presented the members with a letter from Pike Industries, with reference to work on 28North. Pike will be doing work on this road within the next week and should be finished by the 4th of July.

R. Bailey continued negotiations would begin with AFSCME soon. P. Fuller volunteered to serve as Selectmen's representative during these negotiations along with the Town Administrator and Highway Agent. R. Bailey will schedule meetings.

R. Bailey presented a letter from Dave Kutcher of DAK Financial. This letter was in reference to cleaning up debris from Town roads. R. Bailey had contacted the Fire and Police who had no problem with this work being done as scheduled on April 23rd. It was the consensus of the Board to support the volunteer clean up.

R. Bailey referenced E911, noting numbers have not been placed on some properties. A memo will be inserted in the June tax bills pending authorization from the Board. R. Bailey will draft an insert for approval. S. McMahon made a motion for Mr. Bailey to put a notice in the June tax bill reminding people of the E911 and let them know that after that they will be checked and there will be fines, and to allow them to put this notice together, seconded by A. Sherwood and passed with all in favor. R. Bailey advised inserts will be sent to everyone who is mailed a tax bill. After that if no number is posted, warning notices will be sent to those property owners who are in violation.

R. Bailey noted a memo from the Parks and Recreation Director. This was a request to expand the building addition to 16' x 25' which is more footage than approved at Town Meeting, but the work could be accomplished within the budget as approved by the voters. R. Bailey noted although these dimensions of the building were different than originally proposed, the purpose has not changed for the use of the additional footage. Following a discussion R. Bailey advised he would discuss the budget with K. Troendle and come back to the Board with cost estimates and details.

Public Input I

The Chairman recognized Tim Kinnon. T. Kinnon asked if the Board is considering an Open House or Forum for people in Town to meet with Department Heads and Employees in the Town Hall. He suggested this could be accomplished on a Saturday during Old Home Days. T. Kinnon asked if the Board would be considering low volume roads, this would be helpful to the master plan committees in laying out roads and how the master plan would be used and could also be helpful for light pollution, land use and guidelines for the master plan. A. Sherwood advised that this was briefed to the Planning Board Master Plan committee with the intention of incorporating it into the master plan. T. Kinnon encouraged citizens to attend the Budget Committee meeting on April 12th.

The Chairman recognized Greg Fuller. G. Fuller asked about bid approvals for the pickup trucks and the purchase of the Water Department Pick-up Truck. R. Bailey advised that a decision on the water truck is up to the Water Commissioners. It was noted the request for a Highway Pick up truck has been withdrawn. G. Fuller asked about the fine for not having a house # on a mailbox. He asked about property owners accepting responsibility, it would be their problem in an emergency. P. Fuller advised that a response must be made to a 911 call which is a \$600 expense to the Town for equipment and personnel to drive out to the call. G. Fuller asked if someone would scan the streets for numbers. R. Bailey stated that if residents who are elderly or persons who cannot put up numbers, then arrangements would be made to assist them.

Approval of Selectmen's Minutes

P. Fuller questioned the procedure for typing the Selectmen's names in minutes. In the March 21st minutes of the Public Session II, P. Fuller asked about the list of recently appointed members to town boards and committees, R. Bailey advised an attachment would be added to the minutes. S. McMahon made a motion to accept the minutes of March 21, 2005 for Public Session I and II and the Non-Public Session for that day, v seconded by P. Fuller and passed with all in favor.

Old Business

1. Update on Swap Shop – R. Bailey recommended opening the Swap Shop on April 29th with a Grand Opening Celebration on April 30th. This will be advertised. A sign will be installed identifying the Swap Shop location. Restrictions will be necessary, no perishable goods, no clothing (a bin for clothing will be put up in another area of the SWC), items will be reusable. S. McMahon made a motion that we open the Swap Shop on the 29th with the Grand Opening scheduled for Saturday, April 30th, v seconded by P. Shibley and passed with all in favor.
2. Emergency Generator Grant – R. Bailey noted the contract has been signed, the generator work will be done during school break R. Bailey continued the final price is \$28,500, a check has been received from the State in the amount of \$28,000. The extra amount was discussed. R. Bailey advised the school is willing to pay \$250 if the Town comes up with the other \$250. Once the work is finished this will be fully operational emergency center. P. Shibley made a motion that the Board come up with the \$250 to match the school's \$250 but at the same time tell the school they are being "pretty chintzy about it, v seconded by A. Sherwood, and the motion passed 3-2(CB) (PF) R. Bailey will contact the School.
3. Electronic Recycling - R. Bailey noted electronics recycling was in the SWC budget. R. Bailey asked if the Board wants to impose charges. The Board discussed fees. Guidelines will be needed. R. Bailey stated he would come back with figures for the next agenda. The Board agreed to move ahead with the program.
4. C&D Interests/Sand and Equipment Donation – The Board reviewed the letter written by C. Norby from C&D Interests. R. Bailey noted the Commission is still working on the wetlands permit and referred the Board to K. Troendle's letter. R. Bailey asked for approval of the \$440 from the capital reserve funds to complete the wetlands application. P. Fuller moved to authorize the expenditure of \$440 from the Beach Improvement Capital Reserve Fund, v seconded by A. Sherwood and passed with all in favor. R. Bailey noted in reference to the donation, if accepted, a Public Hearing would be necessary. A. Sherwood noted acceptance is not an obligation it establishes the authorization. R. Bailey will send a letter of thanks.

5. Draft Letter to NH DES – R. Bailey noted he and S. Simonds had met with the engineer from GEI with reference to the Catholic church and the contractor has agreed to allow sampling of their well. Well #104 was tested last week. Testing may also take place on a bubbling spring. R. Bailey advised the Town needs to obtain a ground water monitoring permit, and the State will not give this permit until the boundary line is established noting where the contamination ends. This has not been done. He continued approval will be needed for another monitoring well, approximately 200' from the existing #140. The property owner is willing to work with the Town on this matter. Another issue is that the wells must be “pinpointed” for the final survey. R. Bailey stated consideration of testing on Town landfill property near the edge of the cap, was also being discussed. Other problems with the wells include #103 which is approximately 88' in bedrock, the others were shallow, 18' above bedrock. In May all the private wells within the radius of the landfill will be tested.

R. Bailey is hopeful test results will be available for the next meeting and at that time to approve another monitoring well. The Board had no objections to the engineer's draft.

6. Fireworks – R. Bailey noted the plan this year is to utilize a barge for the fireworks displays rather than the beach. Quotes have been mailed which have flexible dates for Saturday or Sunday, and a minimum 30 minute show. The barge will be \$800, additional expense may be necessary for loading the barge. R. Bailey will present more on this at the next Selectmen's meeting.
7. Pickup Truck Bids and Equipment – R. Bailey presented bids for two trucks. A. Sherwood mentioned originally 4 trucks were considered, the Highway Department withdrew the request, it was not on the Warrant, the other is for the Water Department and the Water Commissioners will make a determination on that. A. Sherwood noted the Board of Selectmen have the authority as agents to expend, to buy a major item should there be an emergency during the course of a year. R. Bailey stated the two bids are for Parks & Recreation and Solid Waste, only one dealer made a bid, with no breakdown for plows or bedliners. R. Bailey noted the SWC Truck is \$1400 over-budgeted. Following a discussion, it was agreed to place this matter on the next agenda.

New Business

1. Police Department Grant – R. Bailey noted this is a grant for \$347.16 for DUI patrol during the summer season. P. Fuller moved that the Board authorize the Chairman of the Board to sign the grant for the DWI patrols, v seconded by C. Blackstone and passed with all in favor.
2. Town Hall Security – R. Bailey advised this item was presented for the Board's review and will be on the next agenda. R. Bailey noted a wireless system could be set up with "panic buttons" in each office, for a cost of \$1270. using the current security company. The Board discussed the need for security and having each department contributing towards the cost from their operating budgets. P. Fuller moved that the Board expend \$1,270 to be divided evenly between each of the five departments to activate the panic buttons within the building, v seconded by P.. Shibley and passed with all in favor.
3. Memorial Day Parade Route Permit – American Legion Post #72 - S. McMahon made a motion that the Board grant the permit for the Memorial Day parade, the one held each year running from the square to the cemetery and back, v. seconded by P. Fuller in a discussion the motion was amended to include that Mr. Bailey sign the permit, and the motion passed with all in favor.
4. Vote to Approve Recommendations of the Land Use and Property Records Department - A. Sherwood read the Items as presented: Veteran's Credits (2), Current Use Applications (2) and Intent to Cut (1) and Intent to Excavate (1) and Land Use Change Tax (1). A. Sherwood made a motion to approve the recommendations of our Assessor on these items and sign them accordingly v seconded by P. Fuller and passed with all in favor.
5. NHDOT – Notice of Hearing on Merrymeeting River Bridge – R. Bailey stated he is waiting for a schedule and final approval for financing. He continued the Town is committed to maintenance of the sidewalk R. Bailey will get back to the DOT and also with reference to the word "assuming" on their Notice with regards to the Town's obligation. A. Sherwood moved that the Board authorize Mr. Bailey to inform the DOT that the Town will assume responsibility for maintenance of the sidewalk across the bridge, v seconded by P. Fuller and the motion passed with all in favor.
6. Appointment to Lakes Region Planning Commission – P. Fuller moved to appoint Tom Hoopes to the Lakes Region Planning Commission for a period of four years, v seconded by A. Sherwood and passed with all in favor. A. Sherwood noted that Selectman McMahon is also serving on the LRPC.

7. Town Hall Ordinance – P. Fuller read a draft document about restriction of animals in Town facilities, that the Board of Selectman establish a policy that animals will not be allowed in the Town hall at any time, the only exception would be a handicap assistance dog with their owner. In a discussion, it was agreed to change wording to “service assistance animals”. R. Bailey advised he would review this matter further, including statutes, signage and proper language for the policy. It was the consensus of the Board that this policy should be for all Town buildings. R. Bailey advised the policy will be ready for the next meeting and will include all Town buildings.

Public Input II

R. Messier asked about the Public Hearing relative to Merrymeeting River Bridge. A. Sherwood advised this was a Public Hearing to be conducted by the State. R. Messier continued she would not want to miss a hearing concerning any roads in Alton.

G. Fuller noted “service animals” would be the correct wording on a policy. He asked about the Town seal on Town vehicles and if there was a policy that seal be placed on the doors of Town vehicles. R. Bailey advised he would look into these matters. P. Fuller noted she had questioned the Building Inspector about not having a Town Seal on his truck and also that the Highway Agent does not have a Town Seal on his vehicle. The Board was in agreement that all Town vehicles should be marked with the Town Seal.

Non-Public Session

At 8:00pm, Chairman Sherwood moved that the Board enter into Non-Public Session pursuant to RSA91-A:3, II, (a,c &e,) v seconded by P. Fuller. The Chairman polled the members who each voted in the affirmative and the motion passed.

Respectfully submitted,

Patricia A. Rockwood, Secretary

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ALTON BOARD OF SELECTMEN:

Alan Sherwood, Chairman _____

Cris Blackstone, Vice-Chairman _____

Stephan McMahon, Selectman _____

Patricia Fuller, Selectman _____

A. Pete Shibley, Selectman _____

ALTON BOARD OF SELECTMEN

Meeting Minutes

Public Session II

April 4, 2005

At 8:22pm, Chairman Sherwood convened the Board into Public Session. Present were the following members of the Board and staff:

Alan Sherwood, Chairman

Cris Blackstone, Vice-Chairman

Stephan McMahon, Selectman

Patricia Fuller, Selectman

A. Pete Shibley, Selectman

E. Russell Bailey, Town Administrator

The Chairman made the following announcements:

The minutes of the Non-Public Session were sealed

The Board approved the hiring of Jennifer Fortin, Secretary at the rate of \$11.33 per hour

The Board voted to conduct a Public Hearing relative to unanticipated funds/donations for the Police Department and a Beach Improvements donation.

Respectfully submitted,

E. Russell Bailey,
Town Administrator