

ALTON BOARD OF SELECTMEN
Minutes
April 4, 2022
6:00 PM
(Approved - April 18, 2022)

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:

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

Agenda Approval

P. LaRochelle made a motion to approve the agenda as written and would like to make one comment, thank you for properly posting the Selectmen’s Meeting this evening with the agenda and A. Morse 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.
- There will be a rabies clinic for dogs and cats at the Alton Central Fire Station, 65 Frank C. Gilman Hwy. (Route 140) on Saturday, April 9, 2022 from 12:30 to 2:00. The cost per shot is \$20.00, microchip is \$40.00. Dog licenses available for Alton residents only.
- The Town Clerk/Tax Collectors office will be closed on Wednesday, April 13, 2022 to attend the Annual Tax Collector’s Spring Workshop.

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

None

Appointments

None

New Business

1. Belknap County Conservation District - Forest Stewardship Plan

G. Young from the Conservation Commission approached the table. He stated that last year the Belknap County Conservation District approached the Conservation Commission and asked if they would like to participate in a grant application for funds to do a management plan on Town owned forest lands. The Conservation Commission came to the Board of Selectmen at that time to ask for permission to apply for the grant. The grant was awarded and they were successful to the amount of \$5,000.00. The purpose is to do a forest cruise and develop a management plan on the Gilman Pond parcels. Three parcels are involved with a total of 415 acres. They have been approached by the Heritage Bureau. There are known stands of rare and endangered species. The forest canopy is becoming too thick and the flowers are being shaded out. They would like to develop a management plan that addresses those issues that takes into account water quality and aesthetics. The amount that was offered was \$5,000.00 and is not enough to do a management plan on 415 acres. The Conservation Commission

put a couple of extra thousands of dollars in their budget this year. G. Young stated that he would like to get the Board of Selectmen's approval to apply for the grant. R. Wentworth stated that a motion needs to be made to accept the grant funding.

R. Wentworth made a motion to accept the \$5,000.00 grant for the Conservation Commission and P. LaRochelle seconded with all in favor of the motion.

R. Wentworth made a motion to allow the Conservation Commission to expend the \$5,000.00 on the Conservation program for the 415 acres and P. LaRochelle seconded. G. Young stated that Belknap County Conservation District will administer the funds and disperse them so there won't be funds coming through the town coffers. The vote was called and all were in favor of the motion.

2. Building Permit - Leighton Mills Road, Map 15 Lot 30-1 - Approval

R. Heath stated that this is on a road off of Gilman's Corner Road and is an old Class VI road. There are Department Head reviews in the packets. R. Wentworth stated that there really aren't any concerns other than bringing the road up to Town minimum standards. R. Heath stated that there were access concerns. They have wetlands in the front and want to access through Leighton Mills Road.

R. Wentworth made a motion to issue a Building Permit on a Class VI road, Leighton Mills Road, Map 15 Lot 30-1 for John and Jennifer Irons, owners and B. Mitchell seconded with all in favor of the motion.

3. Parks & Recreation/ Public Works Department - Liberty Tree Tennis Courts Resurfacing and Striping

K. Troendle, Parks and Recreation Director and S. Kinmond, Public Works Director approached the table. S. Kinmond stated that the memo was put together from research that K. Troendle has done. They realized that the same company is also an approved vendor for the Highway Department who handle the guardrails and fences.

R. Wentworth made a motion to approve the Parks and Recreation Department to resurface and restripe the tennis courts for \$7,833.00 and A. Morse seconded. R. Wentworth stated that the company that use to do the work have done it for as long as he has been on the Board and never had an issue or complaint. P. LaRochelle asked how long ago it was done. K. Troendle stated that it was re-surfaced in 2015. Previous to that is re-constructed in 2002. She stated that it does get used a lot. There is a Pickle Ball program that runs 4 days a week and there are 20-25 people there a day. The two schools use the tennis courts for their programs. The vote was called and all were in favor of the motion.

4. Solid Waste Department/ Public Work Department - Replacement Office Trailer

S. Kinmond remained at the table. He stated that he has been working with S. Simonds in regards to replacing the office trailer that is at the scale. The trailer is showing some serious deterioration. The unit is approximately 20 years old. It has served pretty well over the years. S. Simonds had received various prices. He has physically gone and looked at two of the units. S. Kinmond stated that there are two accounts that the money could come from. There is a CRF or the Recycling Revolving Account. His recommendation would be the Recycling Revolving Account. R. Wentworth asked if it has axles on it now and if they would deliver it or we have to pick it up. S. Kinmond stated that it does have axles and we would pick it up. P. LaRochelle asked what the intention is to do with the old trailer. S. Kinmond stated that he would say to scrap it. P. LaRochelle asked if it could be used by another department for storage.

R. Wentworth made a motion to allow the Public Works Director to purchase Item #1 listed on the memo from United Rentals/ Pac-Van from Tilton, NH in the amount of \$6,000.00 and scrap the old office and P. LaRochelle seconded with all in favor of the motion.

R. Wentworth asked if at the next meeting they can review the Town Policy to increase the minimum bid for going out for bids. Right now it is \$5,000.00 and it should be raised to \$10,000.00.

5. American Legion Post 72 - Special Event Application - Memorial Day Parade

R. Wentworth made a motion to approve the Memorial Day Parade permit as submitted by the American Legion Post 72 and B. Mitchell seconded. R. Wentworth asked if everything was arranged with the Police Department. R. Heath stated that they did. The vote was called with all in favor of the motion. The vote was called with all in favor of the motion.

6. American Legion Post 72 - Raffle Application

R. Wentworth made a motion to approve the Raffle Application as submitted by the American Legion Post 72 and B. Mitchell seconded with all in favor of the motion.

Old Business

1. Public Works Department - Sidewalk Maintenance Equipment Bid Recommendation

S. Kinmond returned to the table. He stated that in their packets are the results of the bids that were sent out. He recommends to move forward with the Wacker Neuson WL32 from Ambrose Equipment, Hooksett, NH. They have tried out the unit on site. It does fit the sidewalks. He described some of the options that it can be used for. R. Wentworth asked if there are plans in the Department to start bringing all the sidewalks up to standards. S. Kinmond stated that he has been walking the roads and taking notes in different areas and will be scheduling a time to meet with NH DOT. He described several ways that they could accommodate the areas that are restricted.

R. Wentworth made a motion to award the Sidewalk Maintenance Equipment Bid to Ambrose Equipment of Hooksett for the total of \$88,050.00 coming from two funds, the Highway Equipment CRF Fund of \$44,050.00 and the ARPA Funds of \$44,000.00 and P. LaRochelle seconded. P. LaRochelle asked if there is enough in the ARPA Funds. R. Heath stated that there is enough to cover it. The vote was called with all in favor of the motion.

2. Hazardous Mitigation Plan Update

R. Heath stated that this was brought to the Board back in December with the Emergency Operation Plan. The Emergency Operation Plan is still in the works. They are separate grants. The minutes for the approval back in December were not worded correctly. He is bringing it back to the Board to get the corrected language.

R. Wentworth made a motion to approve the Local Hazard Mitigation Plan Grant of \$9,000.00 and also authorize the Town Administrator to sign on behalf of the Board of Selectmen. The Select Board, in a majority vote, accepted the terms of the Building Resilient Infrastructure and Communities (BRIC) as presented in the amount of \$9,000.00 to update the community's Local Hazard Mitigation Plan. Furthermore, the Board acknowledges that the total cost of this project will be \$12,000.00, in which the town will be responsible for a 25% match (\$3,000.00). P. LaRochelle seconded with all in favor of the motion.

3. Alternative Housing Committees Liaisons

R. Heath stated that at the last meeting when the restructuring was done the Alternative Housing Committee was not on the list. P. LaRochelle stated the he was on it last year. He stated that he would like to continue being the liaison. R. Wentworth asked about the Housing Committee. He would like to know what can be done for married couples who make under \$100,000.00 a year. There are not enough programs out there for them. He would hope that the committee will look into this issue. P. LaRochelle stated that could be suggested. It was more in terms in the very beginning being tiny homes or cabin colonies. Discussion ensued on possible options that are available.

4. Appointments - Board, Committees, Commissions

R. Heath stated that there is a list in the packets. The applications are behind it. He did want to point out is that there is a non-resident for the Water Bandstand Committee. Research was done and there are no by-laws that prevent him from being on the committee. There is extensive family history behind the Water Bandstand.

P. LaRochelle made a motion to approve the applications for appointments for Boards and Committee for the Old Home Week Committee, Parks & Recreation Commission, Water Bandstand Committee, and Facilities Committee and R. Wentworth seconded with all in favor of the motion.

Selectmen Reports

A. Morse has nothing to report.

R. Wentworth had nothing to report.

P. LaRochelle had nothing to report.

B. Mitchell had nothing to report.

Town Administrator Report

R. Heath stated that at the last meeting the Public Works Director received permission from the Board to seek and attempt to negotiate a purchase on a bucket truck up to \$32,000.00. They did make the arrangements and went out and inspected the truck and were able to negotiate at the \$32,000.00 rate. They had the truck DOT inspected and the bucket. There were minor repairs that they had requested be taken care of.

R. Wentworth made a motion to approve the purchase of the bucket truck and P. LaRochelle seconded. B. Mitchell asked what the mileage is on it. R. Heath stated that it is 112,705. The vote was called with all in favor of the motion.

R. Heath stated that there was one position that was not included at the last meeting when the re-classifications were done. It is the Town Clerk/ Tax Collector Assistant. All the other secretaries were re-classified as administrative assistants with a starting rate of \$17.00.

B. Mitchell made a motion to adjust it to \$17.00 on the Min/Max Chart and A. Morse seconded with all in favor of the motion.

R. Heath stated that the last thing that the Board had talked about a Work Session in reference to the road and sidewalk concerns. He asked the Board if they were good with April 13, 2022. R. Wentworth stated that he could not make it that evening he would be out of town. P. LaRochelle stated that he thinks he has something on the night. B. Mitchell asked if there was another date that would work for everyone. P. LaRochelle asked if it could be a little later date. R. Heath stated that since it is not a public hearing and doesn't need to be advertised that at the next meeting with a full Board they could come up with a date. P. LaRochelle stated that would be better.

R. Wentworth stated that he would like to have the Public Works Director come in and give a presentation of what their future plans are for the roads and sidewalks before they open the public hearing. That might settle some things.

Approval of Minutes

February 7, 2022 - Non-Public Session

R. Wentworth made a motion to approve the minutes of February 7, 2022 Non-Public Session releasing #1, 5, and 6 and P. LaRochelle seconded with all in favor of motion.

March 21, 2022 - Public Session

R. Wentworth made a motion to approve the minutes of March 21, 2022 Public Session and P. LaRochelle seconded. P. LaRochelle stated that under #11 on page 4 he never used anyone's name. He used the words "Town Administrator". He would like the video checked. R. Wentworth rescinded his motion and P. LaRochelle rescinded his second.

R. Wentworth made a motion to table the minutes of March 21, 2022 Public Session and P. LaRochelle seconded with all in favor of the motion.

March 21, 2022 - Non-Public Session

R. Wentworth made a motion to approve the minutes of March 21, 2022 Non-Public Session releasing ALL and P. LaRochelle seconded with all in favor of motion.

Consent Agenda Approval

R. Wentworth motions to approve Consent Agenda Items #1, 2, 3, 4, 5, 6, and 9 and would like to discuss items #7 and 8 in Non-Public session and P. LaRochelle seconded with all in favor of motion.

1. **Town Clerk/Tax Collector**
Lisa Noyes, Full-time Salary, \$67,694.50/yr to Part-time, \$32.55/hr, effective 3/8/2022
Katherine Treadwell, Tax Collector/Town Clerk Assistant, \$17.00, effective 4/15/2022
2. **Finance Department**
Melinda Ferreira, Assistant Finance Manager, \$19.75/hr, effective 11/30/2021
3. **Administration**
Shannon Hart, Probation Completion, \$16.36/hr to \$16.61, effective 1/15/2022
4. **Public Works Department**
Scott Kinmond, Probation Completion, \$42.00/hr to \$42.25, effective 10/21/2021
5. **Cemetery/ Grounds and Maintenance Department**
James Anderson, Solid Waste Operator Certificate, \$19.15/hr to \$19.40/hr, effective 3/21/2022
6. **Water Department**
Thomas Decowski, CDL-A License, \$25.48/hr to \$25.98, effective 3/18/2022
9. **Land Use Items**
 - Veteran's Credits**
Moss; Map 14 Lot 19-1; 581 East Side Dr; \$750
 - NH DRA Equalization Form**
NH DRA Equalization Study Municipal Data Certificate
 - Current Use Application**
Green Acre Woodlands LLC; Map 19 Lot 44; Hayes Road
 - Timber Taxes**
Murray III; Map 12 Lot 40; Old Wolfeboro Road; \$158.26
Charles; Map 31 Lot 30; 19 Wilbert Way; \$601.55

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)

L. Carr approached the table. He stated that there was a discussion at the last meeting about the contracts with Town Administrators. He was curious about it so he made a request for the last one and previous one. Evidently there was an amendment for our former Town Administrator and three or four months later there was an amendment. He also stated that it is really important that the Selectmen address the community after the Memorial Day Parade. They represent the Town. He asked how the Alternative Housing Committee came about. P. LaRochelle stated that it was part of a sub-committee to talk about alternative ways of having development or housing for people in town. L. Carr asked about the bucket truck. Why are they getting rid of a pickup that has only 73,000 miles on it and buying one with 112,000 miles. It doesn't make sense.

Non-Public Session

B. Mitchell moved at 7:01 pm to enter into Nonpublic Session under RSA 91-A: 3, II, a (employee matters) and e (litigation) R. Wentworth seconded. Roll call vote:

B. Mitchell - yes	P. LaRochelle - yes	R. Wentworth - yes
R. Holt - Excused	A. Morse - yes	<u>Roll call vote carried unanimously.</u>

At 7:02 pm Chairman Mitchell convened the nonpublic session with the following people present:

- B. Mitchell, Chairman
- P. LaRochelle, Vice Chairman
- R. Wentworth, Selectmen
- A. Morse, Selectmen
- R. Heath, Town Administrator

B. Mitchell moved at 7:27 pm to exit nonpublic session. R. Wentworth seconded. Roll call vote:

B. Mitchell - yes	P. LaRochelle - yes	R. Wentworth - yes
R. Holt - Excused	A. Morse - yes	<u>Roll call vote carried unanimously.</u>

R. Wentworth 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. B. Mitchell seconded. Roll call vote:

B. Mitchell - yes	P. LaRochelle - yes	R. Wentworth - yes
R. Holt - Excused	A. Morse - yes	<u>Roll call vote carried unanimously.</u>

Public Actions:

R. Wentworth motioned that items seven and eight on the consent agenda be approved P. LaRochelle seconded.

Motion carried.

7. Re-Classifications

- James Anderson, Maintenance Laborer, \$16.23/hr to \$18.50/hr, effective 10/26/2021
- James Anderson, Sexton, \$17.13/hr to \$18.50/hr, effective 10/26/2021
- Randi House, \$16.63/hr to \$17.50/hr, effective 3/7/2022
- Robert Porro, \$14.2/hr to \$16.50/hr, effective 3/7/2022
- Scott Simonds, \$66,712.63/yr to \$68,806.40/yr, effective 3/7/2022
- Rebekah Lupon, \$16.36/hr to \$17.00/hr, effective 1/1/2022
- Evan LaGrant, \$18.67/hr to \$20.50/hr, effective 1/1/2022
- Penny Williams, \$19.72/hr to \$20.36/hr, effective 3/21/2022
- Laura Zuzgo, \$19.46/hr to \$20.10/hr, effective 3/21/2022

Patricia DeRoche, \$16.36/hr to \$17.00/hr, effective 3/21/2022
Katherine Bowden, \$16.61/hr to \$17.00/hr, effective 3/21/2022
Emily Collins, \$17.19/hr to \$17.58, effective 3/21/2022
Shannon Hart, \$16.61/hr to \$17.00, effective 3/21/2022
Allison Brown, \$17.96/hr to \$18.60/hr, effective 3/21/2022

8. **Merit**

Penny Williams, \$19.06/hr to \$19.72/hr, 3.5%
Emily Collins, \$16.61/hr to \$17.19/hr, 3.5%
John Dever, \$67,972.46/yr to \$70,351.50/yr, 3.5%
Stacy Bailey, \$21.11/hr to \$21.85/hr, 3.5%
Jessica Call, \$71,837.72/yr to \$74,352.04/yr, 3.5%
Donald Jutton, \$71,181.57/yr to \$73,672.93, 3.5%
Laura Parker, \$66,765.43/yr to \$69,102.22/yr, 3.5%
Courtney Mitchell, \$82,860.27/yr to \$85,760.38/yr, 3.5%
Greg Lavallee, \$22.45/hr to \$23.25/hr, 3.5%
Jason Tremblay, \$33.63/hr to \$34.81/hr, 3.5%
Adam Painchaud, \$32.73/hr to \$33.88, 3.5%
Bill Tolios, \$37.00/hr to \$38.30/hr, 3.5%
Sean Sullivan, \$28.09/hr to \$29.07/hr, 3.5%
Bryan Berry, \$20.00/hr to \$20.70/hr, 3.5%
Gabrielle O'Toole, \$17.00/hr to \$17.60/hr, 3.5%
Dominic Viscarello, \$19.21/hr to \$19.88/hr, 3.5%
Jennifer Riel, \$17.88/hr to \$18.51/hr, 3.5%
James Azzara, \$20.74/hr to \$21.47/hr, 3.5%
Michael Beauchamp, \$31.36/hr to \$32.46/hr, 3.5%
Randi House, \$16.07/hr to \$16.63/hr, 3.5%
Robert Porro, \$14.32/hr to \$14.82, 3.5%
James Anderson, \$18.50/hr to \$19.15/hr, Maintenance Laborer, 3.5%
James Anderson, \$3,346.20 to \$3,463.32, Cemetery Stipend, 3.5%
Tina Hashem, \$23.98/hr to \$24.82/hr, 3.5%
Jamey Balint, \$28.41/hr to \$29.40/hr, 3.5%
Andrew Hudack, \$26.16/hr to \$27.08/hr, 3.5%
Christian Johnson, \$37.03/hr to \$37.68/hr, 1.75%
David Jones, \$23.80/hr to \$24.63/hr, 3.5%
Phillip Hunter, \$34.97/hr to \$35.58/hr, 1.75%
Jamison Fellows, \$30.44/hr to \$31.51/hr, 3.5%
Marie Frost, \$20.90/hr to \$21.63/hr, 3.5%
Kristina Fournier, \$28.50/hr to \$29.50/hr, 3.5%
Tyler Glidden, \$36.03/hr to \$37.29/hr, 3.5%
Scott Simonds, \$64,456.64/yr to \$66,712.63/yr, 3.5%
Matthew Peetz, \$20.40/hr to \$21.11/hr, 3.5%
Warren Dahl, \$26.96/hr to \$27.90/hr, 3.5%
Joshua Smart, \$21.59/hr to \$22.35/hr, 3.5%
John Vatalaro, \$20.00/hr to \$20.70/hr, 3.5%
Aaron Lowell, \$21.22/hr to \$21.96/hr, 3.5%
Robert Klingensmith, \$20.00/hr to \$20.70/hr, 3.5%
Matthew Troiano, \$32.15/hr to \$33.27/hr, 3.5%
Laura Zuzgo, \$18.80/hr to \$19.46/hr, 3.5%
Thomas Decowski, \$24.62/hr to \$25.48/hr, 3.5%
Melbourne Lawrence, \$20.00/hr to \$20.70/hr, 3.5%
Sonja Kelly, \$16.20/hr to \$16.77/hr, effective 1/1/2022
Amelia Capone Muccio, \$16.20/hr to \$16.77, effective 1/1/2022
Michelle Garland, \$16.20/hr to \$16.77/hr, effective 1/1/2022
Janice Andrea, \$16.20/hr to \$16.77/hr, effective 1/1/2022
Laura Parker, \$37.28/wkly to \$38.59/wkly, effective 1/1/2022
Sarah Silk, \$24.64/hr to \$25.51/hr, effective 1/1/2022
Scott Kinmond, \$42.25/hr to \$43.73/hr, effective 1/1/2022
Joshua Monaco, \$70,564.15/yr to \$73,033.90/yr, effective 1/1/2022
James Beaudoin, \$86,746.46/yr to \$89,782.59/yr, effective 1/1/2022
Allison Brown, \$17.35/hr to \$17.96/hr, effective 1/1/2022

R. Wentworth moved at 7:27 pm to adjourn. P. LaRochelle seconded. Motion carried.

Adjournment

Respectfully Submitted,

Stacy L. Bailey
Recording Secretary