

ALTON BOARD OF SELECTMEN  
Meeting Minutes  
Public Session I  
April 6, 2015  
6:00 PM  
1 Monument Square  
Alton, NH 03809  
**Approved: April 20, 2015**

Cydney Johnson convened the meeting at 6:00 PM and led the assembly in the Pledge of Allegiance to the Flag and a Moment of Silence. The following members and staff were present:

Cydney Johnson, Chairwoman  
R. Loring Carr, Selectman  
Philip V. Wittmann, Selectman  
Virgil MacDonald, Selectman  
E. Russell Bailey, Town Administrator

Lou LaCourse, Vice Chairman arrived at 6:12 PM

### **Approval of the Agenda**

R. Loring Carr made a motion to approve the agenda as presented and Virgil MacDonald seconded with all in favor of the motion.

### **Appointments:**

#### Ruth Messier ~ Town Historian and Community/Senior Center

Ruth Messier first welcomed the new Selectmen to the Board and wished them luck. Ruth then read a written statement in reference to the Pearson Road Community/Senior Center with thoughts that the word "Community" has been left out or forgotten too often when addressing the Pearson Road Community/Senior Center. Ruth also noted that the town has been without a Town Historian for several years and urged that one be appointed by the Selectmen.

#### Water Commissioners ~ Water Department Update

Steve Miller noted he had withdrawn his request to appear before the Board as another member of the Commission did not show up for the meeting and he would like permission from the Board to reserve his right to speak if the other Water Commissioner shows up; he would like to be recognized.

R. Loring Carr made a motion to table the Water Commissioners Appointment until after the Selectmen's Committee Report and Virgil MacDonald seconded with all in favor of the motion.

### **Announcements:**

- A rabies clinic will be held on April 11, 2015 at the Alton Central Fire Station, 65 Frank C. Gilman Highway from 12:30 PM to 2:00 PM; the cost is \$15.00 per shot, dog licenses are available for Alton residents only.
- Weight Limit road bans remain in effect.

At this time, E. Russell Bailey updated the Board on the weight limits which are still in effect and are being assessed on a day by day basis. Russ has talked with Ken Roberts there is a basic written policy that has been established with guidelines to assist those folks who have emergencies. Most situations were addressed but during the warm periods it just wasn't possible.

### **Selectmen's Committee Report**

Phil Wittmann reported on his first Lakes Region Planning Commission meeting he attended. There is a handbook available online that he will review before the next meeting in order to be better prepared. Discussions took place at the meeting in reference to Hazard Mitigation; Lakes Region Scenic Byway and the 10 year plan. A topic of considerable concern is the runoff of water from unpaved roads to the waterways.

R. Loring Carr reported on the Old Home Week Committee meeting noting the resignation of Justin Avery. They are still working on getting things lined up for this year's upcoming events. Loring also met with the Household Hazardous Waste Committee of which he provided a copy of the annual report regarding participation during the HHW days for drop off of items.

Lou LaCourse met with the Zoning Board of Adjustment on two (2) issues that both passed; a variance for a deck on the lake and the other was a special exemption for an expansion of an existing business.

Cydney Johnson reported that the Zoning Amendment Committee will be meeting on April 22<sup>nd</sup>.

### **Town Administrator's Report and Updates**

#### **1. Landfill Closure Annual Report**

The annual report for the state in reference to the landfill closure was provided to the Board; it gives an overview and test results for the landfill. The report is final and ready to go out tomorrow.

## 2. Wolfeboro Community TV Offer 15K

LRPA had an agreement with a reduced rate for the town to provide services to viewers however the Board and the Budget Committee voted unanimously to not fund the amount. Our meetings are currently on our website and will be set up with a new media company. We were paying over 14K to LRPA for the services. This request from Wolfeboro Community TV for services in the amount of 15K would only be available through MetroCast and would not be recommended and is not in the budget. Cydney Johnson noted that the amount with LRPA went from 5K to 14K with it only being available on MetroCast and only 38% of the people in Alton are subscribers to MetroCast. Lou LaCourse stated that most of the 38% of subscribers are getting just internet services not cable services. These reasons were used in the decision not to move forward with their funding and services. It was the consensus of the Board not to support going through the Wolfeboro Community TV offer.

## 3. Delegation of Deposit Authority Town Clerk/Tax Collector

At town meeting last year it was approved to combine the Town Clerk/Tax Collector position. Under State Statute all deposits are to be done by the Treasurer unless it is delegated by the Town Treasurer. Our Treasurer has delegated and signed off on having Lisa Noyes and her respective Deputy make daily deposits.

R. Loring Carr made a motion to support having Lisa Noyes, Town Clerk/Tax Collector and her Deputy to make deposits and Lou LaCourse seconded with all in favor of the motion.

## 4. Emergency Management Encumbrance 2K

The town has been working with the School, Fire and Police Departments to coordinate a better internal communication system in the High School. The school had put roughly 12K towards the system and we obtained a grant for \$4,441.00 through Emergency Management which leaves a balance of approximately 4K. There has been discussion on how this amount should be divided with the school and town. Russ has talked with the Auditors, there is 2K in the Emergency Management budget for matching grants; Russ is asking for approval from the Board to encumber the 2K to go towards the final bill for the communication system, noting it can be put on hold for any further discussion. Virgil MacDonald questioned that there has been no communications in the building for the last ten (10) years. At this time Chief Ryan Heath was called upon to give an overview of the situation. It was explained that with a concrete block structure it is not conducive of radio frequency within the building therefore it limits communications between departments. Fortunately there has never been a major incident in the building the concern is that if there is a major incident communications are very limited and it would limit the ability of emergency responders to communication amongst the various departments. The only way to fix the problem was to put a Repeater System in the building. Several quotes were obtained ranging from 14K to 50/60K and we chose a middle road option which gave

us the ability to piggyback off the existing frequency which allows us to jump communications out of the building with the repeater amplifying the signal.

R. Loring Carr is opposed to the payment as he believes that it's a Capital Improvement for the school. The town had one (1) grant and the school utilized grant money and paid approximately 50% of the overall price, roughly 12K but there is still a 4K gap. Selectman Carr reiterated his belief that it is the schools responsibility to pay the remaining amount.

Cydney Johnson disagrees with R. Loring Carr as the building is used as a community building and it is a safety issue. Virgil MacDonald and Lou LaCourse both agree it is a safety issue. The building is used for a lot of community events, it is used as a town emergency shelter and voting is held in the building. A discussion ensued regarding the use of the building as a community building and the construction of the building as well as communications. It was suggested that the amount be split with the school and also that Barnstead should pay their share.

Steve Miller approached the Board stating that the school paid their share out of the Operating Budget and that budget is split 50/50 with Barnstead. Based on a presentation by Chief Ryan Heath's to the School Department for the Repeater, the financials were given. The respective agents were Chief Heath, Superintendent Cullison, and Chief Williams who were involved with the project. The overall cost was roughly 22K, the school has already paid 12K from a grant that the school had access to and the town did not, which was 50% of the total project. The town paid the \$4,441.00 from an Emergency Management grant. This was initially set up as a 50/50 split for the remaining money between the town and school.

E. Russell Bailey interjected that the Board previously voted 4-1 to pursue and move forward with the Repeater System. The building is used for our Emergency Shelter and the funds came from an Emergency Management grant and the system is only good for us (Police and Fire); the school can't use it, so the system is really the town's system and only good for the town. Russ is asking for the 2K encumbrance to be approved, the money is already appropriated and would like to encumber the amount. This can be approved with a hold on it for further discussion if the Board chooses to do so.

Virgil MacDonald made a motion to encumber the 2K for the communication project and Lou LaCourse seconded. The vote was 4 approved, 1 opposed; R. Loring Carr.

## 5. Bridge down at the Bay

For information purposes, we are obtaining pricing to get the lights fixed at the bridge down at the Bay. The four (4) lights are concrete and are showing wear with cracks in the concrete, photos were presented. This will come before the Board at a later date with repair options for fixing. Cast iron opposed to concrete was brought forth.

## 6. High School Art Department

The High School Art Department is looking for a location to hold an art exhibit asking the town to use the Museum some weekend in May/June. Russ recommends the use as long as they establish proper security.

R. Loring Carr made a motion to approve the use of the Gilman Museum for PMHS Art Department for an Art Exhibit in May/June and Lou LaCourse seconded with all in favor of the motion.

#### 7. Senior Center Gas Stove

There is a request to replace the stove at the Community/Senior Center (will revisit this later).

#### 8. Website Presentation; April 20<sup>th</sup>

At the next meeting, April 20<sup>th</sup> our IT Technician, Josh will present the new town website. Everything has been done in house with no additional costs to the town. The presentation will be approximately 30 to 40 minutes.

### Public Input I

Barbara Howard stated that the taxpayers pay for the grants for school, for Emergency Management, pay for phones, cell phones, special radios for the Fire, Police, School and Emergency Management Departments and a 911 Emergency System and wondered why we use the school for the Emergency Shelter if we can't use it; maybe it needs to be moved to one of the other buildings available within town; who is watching out for Alton resident taxpayers. Barbara also stated that Barnstead relies heavily on Alton's services for mutual aid. On another note, Barbara questioned if a portable audio unit for taping workshop meetings has been purchased and is it being utilized and if so were the tapes available? E. Russell Bailey responded that the portable unit has been purchased but has not been used yet. Further discussion transpired in reference to the repeater with thoughts if we weren't using the building as an Emergency Shelter then it would be an issue for the school and not the town.

Ray Howard stated that between the towns we could have an officer at any door within the school building. It was his understanding that this was an issue of communications from the interior of the building to the exterior of the building; not within, there are no communications within the hallways of the building. The town uses the building as an emergency shelter does Barnstead use the building as an emergency shelter and if so we need to look at the agreement with Barnstead again as they own 50% of the building. Mr. Howard stated that from what he just heard a few minutes ago, the Police Chief and the School Board are making decisions for the taxpayers; entering into an agreement as to who is going to fund this. That agreement should be looked at again because everything we do in that building should be a co-maintenance agreement.

Cydney Johnson corrected what Mr. Howard just stated in reference to the Police Department, the Chief did not enter into any agreement for the Repeater it was voted on by right here by the Board and the PMHS Board voted which is comprised of both Alton and Barnstead; the Chief only gathered the information and did the research.

## **Approval of Selectmen's Minutes**

**March 16, 2015**

Lou LaCourse made a motion to approve the minutes of Public Session I, March 16, 2015 as presented and Phil Wittmann seconded. R. Loring Carr commented and wanted it known on Page 14, under Communication Procedures 2<sup>nd</sup> line down, the sentence "We don't veto any items going on the agenda" is an accurate statement of what was discussed that night. All were in favor of the motion.

Lou LaCourse made a motion to approve the minutes of Non Public Session, March 16, 2015 opening #1, 2, 4 & 5 and Virgil MacDonald seconded with all in favor of the motion.

Lou LaCourse made a motion to approve the minutes of Public Session II, March 16, 2015 as presented and R. Loring Carr seconded with all in favor of the motion.

## **Old Business:**

### Review 2015 Project Status Report

**Sidewalks in the Bay Area:** A rough draft of the bay area sidewalks was provided to the Board. For the existing brick sidewalks there are specs to reset the bricks, which is labor intensive or take the bricks out, redo the base then replace them with stamped concrete. Virgil MacDonald questioned the depth of the concrete 4½ inches opposed to 6 inches and sandblasting the concrete before sealing. E. Russell Bailey will check into these issues.

The sidewalks along Route 11 from the Bridge to the Busy Corner Store then they stop and begin down by the Diner and continue on to the docks by the Mt. Washington. This will be dependent on funding; this area will be broken up into two (2) sections and we would use the existing curbing. E. Russell Bailey will check into Virgil MacDonald's concerns and have a final draft for the next meeting in order to get this out to bid. There was further discussion on the bids specs, Russ will talk with Ken Roberts on different options within the specs and gather more information.

**Highway Building Roof:** Last year's bid was provided to the Board with a question of rebidding the highway roof. Add the word faced and add the "R" factor 19/24/38. Virgil MacDonald stated that the roof should be vented with R. Loring Carr

disagreeing. E. Russell Bailey will check into the code for metal buildings and add the items for final approval.

**Road Reconstruction:** The 750K was approved however the schedule must be changed due to the defeat of the bond issue. We will need to have a meeting with Ken Roberts to go over this year's work then schedule a meeting in the next couple of weeks. We will be required to hold Public hearings and if there is any tree cutting required that would need to be bid out separate.

**Pearson Road Community/Senior Center:** A memo was brought to us by the Fundraising Committee and provided to the Board. The electrician has started his work and we need to get moving on the HVAC system. John Dever strongly agrees with using the original plan of two (2) different systems as the cost would be too high to change things over to one (1) system and we would not always be using each room at the same time.

There is a request for a new stove for the kitchen (the current stove is a small residential unit); Meals on Wheels uses the new warming unit. The stove is used mainly for community events and the building is used as a small Emergency Shelter. It is the understanding that the unit is not adequate for servicing the building the burners are very small. There are two (2) quotes with municipal discounts on both at approximately \$600.00. There is limited space roughly 30 inches for the unit. Cydney Johnson questioned the stove down at the Bay in the Community Center with a possibility to transfer that one to the building but due to its size it probably wouldn't fit. Need to find the rating of the current stove (model number) and bring it back to the Board or the Board members can take the opportunity to go by the center and check it out.

**Landfill Drainage Improvements:** We have been talking with the engineer in reference to the contamination issue at the landfill. It is recommended by both Scott Simonds and the Engineer to re-route the water away from the landfill. The Engineer has been talking with DES and Wetlands people and we are hoping to do a site visit in May then get the permitting done based on what we are seeing in the wet season with the work to be done in the August/September timeframe.

**Town Hall HVAC:** In reference to the HVAC system at town hall, we are wasting costs with window air conditioning units that are hard to control. The heat system is a steam system possibly original to the building. We are looking into a mini split heat pump system for both heat and air using the boiler for backup during extreme cold weather. E. Russell Bailey talked with the NH Coop and an energy group from Jordan Institute. In order to lay out the system properly for maximum efficiency we would need an engineer, if it is not designed properly and the units are not placed accordingly then you will not get the maximum efficiency from the system. A quote for the total process was received from a group which is preliminary with a question to the Board of do we want to spend this investment upfront, to be sure we have a proper spec to get the system designed properly noting that it is the engineer that is driving the cost up. We would either need to put this out to bid or at a minimum have

3-4 quotes for the designing. E. Russell Bailey will look at the just the first section of the quote “design & specifications” would be the main aspect as the rest of the items could be optional and done in house.

R. Loring Carr made a motion to direct the Town Administrator to obtain bids for the engineering for the mini split heat pump system for town hall and Virgil MacDonald seconded with all in favor of the motion.

#### DRA MS-232; Approval

This was formerly known as the MS2; everything has been renamed by DRA and is now done online. The budget was voted in by the voters and will need the Board’s signature. This is used by DRA for setting the tax rate.

#### Review Blind Driveway Sign Request

At the last meeting this item was tabled for further information from the Police Department; they don’t recommend the sign, they feel that there is sufficient site distance. Based on the Police review it would be recommended to be denied.

R. Loring Carr questioned if person purchases a sign themselves.

R. Loring Carr made a motion to deny the blind driveway sign request and Lou LaCourse seconded with all in favor of the motion.

R. Loring Carr questioned if we would offer the purchase options of a sign to a resident if they are going to purchase and put it up on their property? Lou LaCourse noted that if so, this would need to have procedure standards specifications with setback requirements and Ken Roberts would need to give his recommendation. It was the consensus of the Board that Ken Roberts needs to put together specifications and setbacks. We need to communicate to the requestor that Ken Roberts needs to put together specifications and it needs to be standardized. E. Russell Bailey will talk with Ken Roberts regarding the sign and notify the requestor.

#### **New Business:**

#### Land Use Items as recommended by the Town Assessor

R. Loring Carr made a motion to approve the 2014 Abatement requests in the amount of \$641.00 for Map 11 Lot 12-5 and Virgil MacDonald seconded with all in favor of the motion.



R. Loring Carr made a motion to approve the 2014 Abatement Denial for Map 21 Lot 38 and Virgil MacDonald seconded with all in favor of the motion.

R. Loring Carr made a motion to approve the 2014 Timber Warrant Operation 14-011-10-T; Map 1 Lot 5 for \$443.05 and Virgil MacDonald seconded with all in favor of the motion.

R. Loring Carr made a motion to approve the 2014 Excavation Warrants for a total of \$478.00 Map 58 Lot 5-26 for \$120.00 and Map 6 Lot 15 for \$358.00 and Virgil MacDonald seconded with all in favor of the motion.

R. Loring Carr made a motion to approve the 2014 Land Use Change Tax for Map 19-Lot 62-3 in the amount of \$5,700.00 and Virgil MacDonald seconded with all in favor of the motion.

The Discretionary Preservation Easement needs to be tabled.

R. Loring Carr made a motion to approve the 2015-2016 Excavation Intent for Map 5 Lot 72 and Lou LaCourse seconded with all in favor of the motion.

#### Barn Easement Renewal

The Discretionary Preservation Easements for barns was established 11-12 years ago by RSA there are 6 or 7 barns in town that have this easement. There are two (2) requests for renewal; the renewal is only good for 10 years, under the Statute they either need to be renewed or they can be an automatic renewal; ours are not automatic therefore we need to follow the original process. A Public Hearing needs to be scheduled at an upcoming meeting, first notifying the owners for availability. These barns are checked by the Assessor.

#### Hawkers & Vendors Application; American Legion

This is a request from the American Legion to do events in the back area for different crafters, vendors. There is a 30 day maximum period for events and would be covered under the charitable section of the Hawkercrafters & Vendors Policy. Our fee system has a different rate for non profit organizations, which is \$10.00 per day for the event permit. The American Legion would be considered a non profit charitable organization and this would be a fundraiser for them. Lou LaCourse voiced concerns regarding issuance of the permit.

Virgil MacDonald made a motion to approve the Hawker & Vendor permit for the American Legion at the non profit fee for the applied dates and Phil Wittmann seconded. The vote was 4 approved, 0 opposed and 1 abstention; Lou LaCourse, noting he was neither for nor against.

#### Memorial Day Parade Application

This is submitted to the State by the American Legion for a Memorial Day Parade on Main Street. Need the Board to approve the application.

Virgil MacDonald made a motion to accept the Memorial Day Parade application permit for the American Legion and Lou LaCourse seconded with all in favor of the motion.

#### Fire Hydrant Signage Request ~Bay Area

This sign request is from the Fire Department for a sign down in the Bay area by the boat ramp. There is already signage but with the snow this year it gets hidden. The Fire Department is looking to get a sign installed on a post that would be very visible.

Lou LaCourse made a motion to approve the sign and Virgil MacDonald seconded with all in favor of the motion.

Conversation continued on the sign in reference to adding more and more signs in the area; there must be something better.

R. Loring Carr made a motion to reconsider the previous motion on the sign and Lou LaCourse seconded.

R. Loring Carr made a motion to have Kellie look into other options for something more pleasing to the eye; have an overview of the signage done and bring it back to the Board. All were in agreement to the option.

#### Police Grant; Enforcement Control

This is the Highway Enforcement grant; each year the town takes part in the DWI and enforcement grants from Highway Safety. It is a state grant that pays for the overtime during specified dates that are busy times of the year for the Department and it is to be used at the discretion of the Police Department.

Virgil MacDonald made a motion to approve the grant and R. Loring Carr noted a correction needs to be made on the 5<sup>th</sup> page, 2<sup>nd</sup> paragraph 2<sup>nd</sup> line correct Atkinson to Alton and Lou LaCourse seconded. The vote was 4 approved, 0 opposed, 1 abstention; Phil Wittmann.

#### **Public Input II**

Ray Howard questioned if under the Police Grant program are we required to do road blocks and DWI checks mentioning that there is a bill coming before the house shortly to outlaw road blocks; this grant is for patrols. Mr. Howard further questioned the communications at the school asking how the teachers communicate with the front office. Chief Heath stated that the school, on a small scale, has its own repeater with their own frequency for 2 way radios which can only go 500/1000 feet and they have

an intercom system in each classroom; we can't piggyback on that system. The communication issue is not inside the building, it's getting outside the building.

Barbara Howard made a statement of displeasure of accepting state grants for speeding and overtime for the Police Department. Further implying that there is a policy in the Town of Alton directed by the Board of Selectmen that the Police Department has been directed to not issue speeding tickets.

R. Loring Carr and Cydney Johnson noted and corrected that this Board has never and does not direct or have the ability to direct to the Police Department to not give speeding tickets.

**Non-Public Session:**

R. Loring Carr made a motion to enter into non-public session pursuant to RSA91-A:3, II (a) personnel (c) character/reputation and (e) claims/litigation and Virgil MacDonald seconded. The Board was polled in the affirmative with all in favor of the motion.

The meeting adjourned at 8:03 PM

Respectfully submitted,

*Mary K. Jarvis*

Mary K. Jarvis  
Recording Secretary