

ALTON BOARD OF SELECTMEN
Minutes
April 13, 2020
Approved – April 27, 2020

Chairman R. Wentworth convened the meeting at 6:00 PM and B. Holt led the assembly in the Pledge of Allegiance to the Flag and a Moment of Silence. The following staff members were present:

Reuben Wentworth, Chairman
Virgil MacDonald, Vice Chairman
Philip V. Wittmann, Selectman
Paul LaRochelle, Selectman
Bob Holt, Selectman
Elizabeth Dionne, Town Administrator

R. Wentworth announced:

Until further notice: To keep our members and staff safe, and to comply with RSA 91-A, the State of Emergency, and Governor's Orders, restrictions on public gatherings, The Town of Alton is moving from "in-person" meetings to "remote audio participation meetings". To remotely attend the meeting (audio only) visit our website: www.alton.nh.gov for telephone access and remote access instructions listed under News and Announcements on the home page or telephone the Selectmen's Office 603-875-2113 or 603-875-0229 between 8:00 AM to 4:30 PM for the Dial-in Code and Meeting ID for each Selectmen's Meeting. It was noted that calling in to the meeting is considered a long distance phone call; they will try to work on a remedy for this in the future.

Agenda Approval

P. Wittmann made a motion to approve the agenda as submitted and V. MacDonald seconded. Roll call vote:

B. Holt, yes P. LaRochelle, yes P. Wittmann, yes
V. MacDonald, yes R. Wentworth, yes

Emergency Management Update by J. Beaudoin, Fire Chief and Deputy Director of Emergency Management.

The following was read into the record:

Good evening and thank you for the opportunity to address the town. As many already know I am Jim Beaudoin the Fire Chief and Deputy Director of Emergency Management for the town. I would like to first echo some of what Chief Heath said last week and follow up with what the Fire Department is doing during this time.

The Emergency Management Team continues to meet twice a week to discuss our response to COVID-19 in the Town of Alton. We are making all attempts to be proactive and stay ahead of this disease. The measures that have been taken were put into place earlier than many other towns and prior to Emergency Orders from the Governor.

The Fire Department has taken many extra precautions to protect us and our patients. We are conducting as much of our business over the phone and through email. We have made strides to collect personal protective equipment from our most trusted vendors. We have changed our training model to one on one trainings and computer based trainings. Our dispatch center is giving notification if there are symptoms of COVID-19 at a house we are responding too. We are wearing masks for all patient encounters, and wearing full protective equipment for the patients that pose the greater risk. The members of the department are continuously self-monitoring for symptoms including daily temperature checks. We have established a place to self-quarantine if there is an unprotected exposure to our members. There have been some policy changes as well. Since hospitals are not allowing visitors we are not allowing family to go to the hospital in the ambulance. Any patient that is at greater risk of having COVID-19 will be transported to the closest facility only.

To protect yourself and others all citizens are encouraged to continue practicing social distancing. This seems to be working in NH so far, per capita we have the third lowest cases in the country. Do not visit friends, family, or neighbors. Only spend time

with those you live with. If you must leave your home for essential items, or work; go and come straight back home. If you have access to a mask, wear medical or homemade use it. Wash your hands with soap and water or alcohol based sanitizer often. Disinfect your home and workspace on a regular basis. If you are sick stay home. You should be continuously self-monitoring for the following symptoms:

- Fever over 99.9
- Cough
- Chest Tightness
- Headache
- Shortness of Breath
- Bluish of the Lips
- Confusion

You should do your best to stay healthy during this time. As always eat well, exercise, get plenty of sleep, and drink plenty of water. Being healthy is your best defense if you contract this virus.

Please know that your emergency responders are still here for you. These are scary times as there are many unknowns. The Emergency Management Team will continue to collect data and try to stay ahead of this disease. If you have questions please contact the Police Department, Fire Department, or The Public Health Officer.

For the most up to date information go to [coronavirus.gov](https://www.coronavirus.gov), or [dhhs.nh.gov](https://www.dhhs.nh.gov), or call 211

I would like to thank the Board and our citizens for their support, patience, and many donations to help keep our spirits up and business moving.

At this time, the Fire Department has plenty of protective equipment and have received a donation of N95 masks that should be arriving in the next few days.

Announcements

- Town road weight limits are no longer in effect.

Appointments:

None

New Business:

1. 2020 Town Meeting Results

Warrant Article 37 regarding the Town Docks needs to be discussed due to them being a liability to the Town. It was suggested that 2x6 boards be placed in front of the docks or that the area be shut down with signs being placed. It was suggested that the Building Inspector deem the dock unsafe.

R. Wentworth made a motion to have the Building Inspector look at the dock at Shibley's Restaurant, to inspect it and see if it is too dangerous for the public to use and cordon off the stairway to it with No Trespass signs to be placed and seconded by P. LaRochelle. Roll call vote:

B. Holt, yes	P. LaRochelle, yes	P. Wittmann, yes
V. MacDonald, yes	R. Wentworth, yes	

It was noted that everything else on the ballot passed. In addition, Warrant Article 39 will not be moving forward even though it was approved due to the Tax Map and Lot being wrong within the article; this was an oversight and will be brought forward next year if there is still an interest. The involved party has been notified.

P. LaRochelle questioned Warrant Article 36 regarding the Water Bandstand appropriated funds wondering if this can move forward in order to schedule Winnepesaukee Marine for the repairs. The repairs were previously done by the Water Bandstand Committee. Everything was previously approved and is under the 5K bid requirement. B. Holt voiced concerns of tax revenues coming in with revenues being down from last year. Knowing that there is money

in the fund balance and urged caution on spending; potentially curb spending temporarily. We must be mindful and consider this.

V. MacDonald made a motion to allow the Water Bandstand Committee to contact Winnepesaukee Marine to repair the Water Bandstand and P. Wittmann seconded. Roll call vote:

B. Holt, yes P. LaRochelle, yes P. Wittmann, yes
V. MacDonald, yes R. Wentworth, yes

Old Business:

1. Highway Department - 2020 Road Reconstruction

K. Roberts, Highway Manager joined the meeting by phone to discuss plans regarding 2020 Road Reconstruction. As discussed at the February 10, 2020 meeting were the following roads:

1. Hayes Road
2. Tom Road
3. Linwood Drive
4. Will look at Stockbridge Corner Road
5. Lily Pond Road
6. Valley Road
7. School Street
8. Church Street

V. MacDonald voiced concerns of the bottom of the upper part of Bay Hill Road. At this time, the meeting was turned over to K. Roberts who informed the Board that they should be receiving the recommendation for School and Church Streets at the next meeting. K. Roberts requested to send out letters to all the residents of the first three (3) roads, Hayes Road, Tom Road and Linwood Drive that if they have concerns to set up an appointment to discuss with them ahead of time. The letters will explain exactly what is going to be done during the construction. This can be done before a Public Hearing is set to reduce any concerns/questions that might arise. Ditching is already being done. No materials will be ordered until the hearing date and approved by the Board. The Town Administrator will need to find out how we can hold a Public Hearing and report back to the Board; she will consult with IT. Board members asked if there were a way to make the number a toll free call instead of long distance; IT will need to be consulted for all options. L. Dionne noted it is allowed under the law to attend meetings remotely. The letters will be done and sent out and depending on the response it should be about three (3) weeks for the first three (3) roads then let the Board know what the status is for being ready for the Public Hearing. Church and School Street work will be dependent upon the survey work. School Street will be very unusual because it is 66 feet wide and will need to be addressed in the portion between School Street and Route 140. The water lines will need to go in before the catch basins while mapping it. Depending on the costs of the pavement which may be increased again due to today's situations. There is only one source of the mixed product and don't know what the costs are going to be. Hayes Road already has the catch basins installed with not a lot more work to be done. Tom Road most of the ditching has been done with only some pipe and a few catch basins and Linwood appears to just need pipe work with catch basins already in play there. The most expensive things will be grinding, paving and top coat installations (following year); feeling it won't be that expensive. Grinding can be done and used as part of the base opposed to removing it which is done at a minimal cost. The contractor can be contacted to get ballpark pricing for all the work. The gravel is already in the Highway Department's possession as well as most piping and catch basins. B. Holt requested the costs for everything for the first three (3) roads. Timing; nothing can be done until the Public Hearings are held and the work approved. Ditching and catch basins could be done before the Public Hearing, if so then the order should be Hayes Road, Linwood drive then Tom Road due to Tom Road needing trees taken down which requires the Public Hearing. The letter should go out this week. Too much work should not be done until meeting with the residents on the roads. He can recommend that culverts and ditching be done with approval of the Board finding out if this is possible, checking the policies, to be sure that the culverts and ditching can be done to get a jump on the work. Most of that work is time and manpower.

R. Wentworth made a motion to allow K. Roberts to contact the residents of Hayes Road, Tom Road and Linwood Drive to hear concerns regarding road reconstruction, meeting them ahead of the Public Hearing and V. MacDonald seconded.

Further Discussion: B. Holt wanted clarification on the pricing. K. Roberts offered to contact Warren Colby, Paving Contractor who has been awarded the contract to come out measure the roads, look at all the hand work that

needs to be done for the driveways and come up with an estimated cost for each road. To put the binder course down, do the driveways and the shoulders, this includes the grinding. He will ask that it be broken down piece by piece.

The motion on the table was called.

Roll call vote:

B. Holt, yes P. LaRochelle, yes P. Wittmann, yes
V. MacDonald, yes R. Wentworth, yes

The Lily Pond Road survey was questioned and unknown at this time; the information will be brought to the Board. Roberts Cove Road was questioned; the trees are currently being marked and will need a Public Hearing prior to any cutting being done; it will come back to the Board for direction. Again, the upper part of Bay Hill Road was questioned; need to be dug out with a need for under drains.

2. Harmony Park Wall Discussion

V. MacDonald reported on the meeting with himself, P. LaRochelle and K. Roberts who was asked if he got ahold of the company to see if the blocks could be removed. He reported that you could take one (1) layer off, you can't remove two (2) layers, and you would need to remove three (3) layers. Some end block may need to be purchased. Then the cap block can be put back on. The unknown is having to go to a fence company that will do boring that would be through the top cap block which is 6 ½ inches and would need to go into the next block in order to set uprights into it that would be mortared into it. It can be done which will leave an 18 inch fence line on the top that you can see through. R. Wentworth asked if Michie Corp. would take back the excess block to Henniker; they would however charge a restocking fee and shipping fees would apply. It is possible that the trailer could haul might take many trips. B. Holt questioned other uses for the blocks which are not structural or supportive blocks. P. LaRochelle questioned the borings and probably would need to be 10 to 12 inches for strength. The date for GMI to return is unknown at this time due to the cease and desist being ordered. L. Dionne spoke with GMI and was told that a promise to have everything done by May was made. A letter needs to be sent to them regarding the cease and desist. The walkway was planned to be the same with the exception of taking the one block off. Suggested was to lift the order to allow them to continue with the project telling them the changes that are to be made in order to finish the project. There is approximately 24K to complete the project however GMI has only been paid 90%; the 24K will cover the last payment to GMI. Pricing for removal of the block is unknown and Michie Corp would need to be consulted for costs because they would have to make different end blocks in order to make this work. The next steps would be to investigate the costs for the all the suggested changes to be made including the fencing etc. Various vendors were suggested. Timing to investigate all the options, costs, and such is believed to be at least a couple of weeks or as fast as it can be done. Fish & Game interest in the blocks was mentioned however it was noted that these are not structural blocks. P. LaRochelle noted that the rail in mind would be roughly 18 inches and is more for appearance. The Board briefly discussed the rail leaning towards and aluminum rail or galvanized round rail suggesting to contact East Coast Welding from Gilford. B. Holt voiced concerns on the wall with the look, spacing of the blocks, proper building and inspections. K. Roberts responded that he did the inspections as it was being built, there is a set of plans that were adhered to; they went above and beyond the plans, it is a free standing wall which does not require an engineer and was explained. The wall begins with a 64 inch base block that is covered, spacing, it bleeds anyway, and there is a drain at the bottom in the event this happens. There are fillers that go into the spaces after the fact. B. Holt is not satisfied feeling that the wall was not built right and there are a lot of people in the Town that have the same feelings. B. Holt would like to see all of the costs in hard copy form from Laura for the next meeting.

Selectmen Reports

R. Wentworth informed the Board that revenues are down a little bit in some areas; he will ask that the Finance Officer provide weekly updates to the members in order to show weekly increases and decreases this will also show in the monthly reports. If the Board has anything that they want on the agenda to speak with L. Dionne. Most departments are watching their budgets carefully. Fred Quimby needs to be contacted in order to find out when the Fire Department needs to stop using Mill Pond's water for training or even if they can use the water. All things in the Bay are looking good. The Emergency Management meeting went well and will be asking them to stress social distancing. Route 11 West is working well with the No Parking signage, it may come to the Board after the

Pandemic is over to make it a permanent fix. It would need to be approved by the Board first then a letter to DOT by the Chief. Concerns on Alton Mountain Road were voiced with hikers. The Emergency Team has done a fantastic job and the citizens have done very well asking for continued patience and cooperation.

Town Administrator Report by L. Dionne

Transfer Station Fees

A memo from Scott Simonds, Solid Waste Director was provided to the Board in reference to fee waivers and numbers for items as requested from the last meeting. The request is the same as previous requesting a temporary suspension of fees for drop off items. S. Simonds joined the meeting by phone. Items will be tracked weekly for possible FEMA funds for the losses. Most items that are disposed of and paid for comes out of the Revolving Account. All items that would normally be charged a fee will be tracked and submitted to FEMA for a potential 75% reimbursement. P. LaRochelle suggested taking the information of the person dropping of the items, tracking it and billing them for the disposal. Contractors are weighing out and usually give a check on the spot. Currently there are nine (9) contractors per week average and there have been upwards of 40 to 80 taxpayers per day. It was noted that in some cases we are paying more to recycle than it would be to just put it in the regular trash for disposal.

R. Wentworth made a motion to waive the fees for TV's, Computer Monitors, Refrigerators, Air Conditioners, Dehumidifiers, Stuffed Furniture, Propane Tanks and Tires until the end of the Pandemic as presented and V. MacDonald seconded. Roll call vote:

B. Holt, yes	P. LaRochelle, yes	P. Wittmann, yes
V. MacDonald, yes	R. Wentworth, yes	

Resignation

The Board was informed that a resignation notice was received from the Assistant Mechanic Highway from the Department, Stephen Waterman. We will begin the process of advertising. The Board inquired about performing an Exit interview; L. Dionne will reach out to him noting that he made it know he is going to another position with the Federal Government with a much higher rate of pay.

Approval of Minutes

March 31, 2020 - Emergency Meeting

R. Wentworth made a motion to approve the minutes of the Emergency Meeting, March 31, 2020 as presented and P. LaRochelle seconded. Roll call vote:

B. Holt, yes	P. LaRochelle, yes	P. Wittmann, abstain
V. MacDonald, abstain	R. Wentworth, yes	

March 31, 2020 - Non-Public

V. MacDonald made a motion to approve the minutes of Non-Public Session, March 31, 2020 as presented divulging none and P. LaRochelle seconded. Roll call vote:

B. Holt, yes	P. LaRochelle, yes	P. Wittmann, abstain
V. MacDonald, yes	R. Wentworth, yes	

Approval of Consent Agenda

V. MacDonald questioned item #2; clarified it was not on last week's agenda and noted that there will be more to come.

P. LaRochelle made a motion to approve the Consent Agenda as submitted and B. Holt seconded.

Further discussion: V. MacDonald questioned The Intent to Excavate; clarified, it is in the signature file. The motion on the table was called.

Roll call vote:

B. Holt, yes P. LaRochelle, yes P. Wittmann, yes
 V. MacDonald, yes R. Wentworth, yes

1. Assessing Department:

2019 Timber Tax

West Alton Marina	Operation #19-011-18T	Map 61 Lot 1	\$1,167.85
Herbert & Virginia Portigue	Operation #19-011-16T	Map 5 Lot 45	\$732.12

Land Use Change Tax

Katie B & Justin D Douglas	189 Stockbridge Corner Rd	Map 5 Lot 12-4	\$1,700
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2020 Veteran Credit Applications

John Barry	136 Spring St	Map 36 Lot 33	\$1,400
Valerie Burwell	128 Frank C Gilman Highway	Map 8 Lot 32	\$750

2020 Solar Exemption Applications

Lisa Bartlett & John Michael Gibbs	201 Prospect Mountain Road	Map 3 Lot 4-1	\$30,690
Daniel C & Raymond P Chapman	25 Hollywood Beach Road	Map 2A Lot 10	\$10,850

2020 Intent to Excavate

Scott & Penny Williams	Frank C Gilman Hwy	Operation #20-011-01E	Map 8 Lot 3-2
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2. Planning Department:

- a) Annual Merit Increase: Jessica A. Call/Town Planner, \$66,326 to \$68,647, effective 3/3/20

3. American Legion. Meat Raffle for 10/1/20 – 4/1/21

Discretionary Action on Requests for Appointments (No discussion, majority vote required to allow/not allow appointment)

None

At this time, R. Wentworth informed the listening/participating audience that the Board will come back out from Non-Public Session and encouraged anyone that has Public Input to email the Town, call the Town or mail the Town a letter with their concerns, information, questions, etc.

Non-Public Session:

R. Wentworth made a motion to enter into non-public session pursuant to RSA91-A:3, II (b) and V. MacDonald seconded. Roll call vote:

B. Holt, yes P. LaRochelle, yes P. Wittmann, yes
 V. MacDonald, yes R. Wentworth, yes

Adjournment

R. Wentworth moved at 7:56pm to exit nonpublic session. V. MacDonald seconded. Roll call vote:
P. Wittmann - yes V. MacDonald - yes P. LaRochelle - yes
R. Wentworth - yes R. Holt - yes Roll call vote carried unanimously 5-0

R. Wentworth moved to “not divulge” the minutes because divulgence of the information likely would render the proposed action of the board ineffective. V. MacDonald seconded. Roll call vote:
P. Wittmann - yes V. MacDonald - yes P. LaRochelle - yes
R. Wentworth - yes R. Holt - yes Roll call vote carried unanimously 5-0

R. Holt requested a detailed accounting of expenses paid to date and how much money was in the current account for the Harmony Park Retaining Wall.

V. MacDonald mentioned the Road Reconstruction account and the balance currently in the account that is normally there. The top coat of Rines Road, Gilman Corner Rd, and Drew Road had been done using those funds.

R. Holt moved at 8:02pm to adjourn. P. Wittmann seconded. Motion carried.

Respectfully submitted,

Mary K. Jarvis

Mary K. Jarvis
Recording Secretary

