

ALTON BOARD OF SELECTMEN  
Minutes  
April 20, 2020  
**Approved – April 27, 2020**

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Chairman R. Wentworth convened the meeting at 6:00 PM and P. LaRochelle 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](http://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.

**Agenda Approval**

R. Wentworth noted that there would be a deletion of the Emergency Management Update from the agenda. V. MacDonald requested to add under New Business: Sidewalks, Dock next to Shibley's and the Water Department. P. LaRochelle requested adding the collapsed retaining wall abutting the Harmony Park new construction wall and V. MacDonald seconded.

R. Wentworth made a motion to approve the agenda as amended and V. MacDonald seconded. Roll call vote:

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

**Announcements**

- **Submission of Public Comments - Questions - Concerns**

Email received from Ray and Barbara Howard on Monday, April 13, 2020 at 3:54 PM To the Board of Selectmen - Question/Public Input.

*My question is: Under Executive order # 12 on RSA 91-a paragraph 4 -*

*To further implement these orders and recommendations, the requirement in RSA 91-A:2, III (c), that each part of a meeting of a public body be audible or otherwise discernible to the public "at the location specified in the meeting notice as the location of the meeting," is waived for the duration of the State of Emergency declared in Executive Order 2020-04 so long as the public body:*

*(a) Provides public access to the meeting by telephone, with additional access possibilities by video or other electronic means;*

*Why are you meeting without fulfilling this requirement especially when we have an IT staff person that we pay to provide this service.*

*Sincerely*

*Raymond J Howard Jr.*

The email was forwarded to the Town Attorney. L. Dionne reached out to the Howard's asking specific questions. R. Wentworth noted we are on Audio and are on ZOOM. The Attorney feels we are meeting the requirements of the Governor's orders and the Board agrees. This is for the safety of the staff and we can only allow nine (9) people in a meeting at one time. L. Dionne is currently waiting on the specifics from the Howard's as to why it is felt that we are not meeting the requirements. The public was encouraged to submit an email, write or call the office with any questions or concerns. B. Holt questioned if and when the Howard's had been contacted; L. Dionne responded it was either April 14<sup>th</sup> or 15<sup>th</sup> but would need to check her email.

**Appointments:**

None

**New Business:**

1. Request for Hawker & Vendor Permit - Baked Brewed & Organically Moo'ed

R. Wentworth noted that the vendor would like to request a waiver of the fees for this application. At this time, the Applicant Genevieve Michaud joined the meeting via phone and was asked what her intentions were for operating her business. G. Michaud was asked if she intended to drive around the truck to various locations around Town. She informed the Board that her intention has changed since initially filing the application; she intends to park her truck and solely operate her business on a parcel of land she purchased located at 915 Suncook Valley Road, Alton. Each Board member questioned G. Michaud regarding the operation of the business, on-site, off-site, state licenses, inspections, zoning etc. It appeared to be the consensus of the Board that if the truck were being operated on her own property that she would not need a Hawker and Vendor License however L. Dionne would need to speak with the Code Officer, J. Dever to be sure that this would be allowable in a Rural zone. Noted was the Selectmen do not have jurisdiction over the ZBA. The consensus was to have L. Dionne look into this with J. Dever then contact G. Michaud and table this item until the next meeting.

2. Sidewalks at Village Store

V. MacDonald questioned the sidewalk in front of the Village Store which has been fixed but not to the liking of Board members. The Highway Department patched some of it but not all of it as some belongs to the State. Suggested was to possibly install a concrete sidewalk in that area. It is a mess and someone is going to get hurt. This falls apart every year; the holes are between the crosswalk and the state roadway. R. Wentworth would like to see K. Roberts get ahold of DOT to see if they could work together on the project to see what can be done. The Town is responsible for the crosswalks and the sidewalks; we are in the State ROW. L. Dionne to get in touch with K. Roberts to coordinate.

3. Dock next to Shibley's

V. MacDonald knows that the dock Warrant Article was not voted in the affirmative however something still needs to be done about the disrepair of the dock. It appears that the cribs are broken. This is a Town dock, it need to be made safe or it needs to be secured. B. Holt questioned the ownership of the dock. Lengthy back and forth conversation transpired between the Board in reference to this matter such as forwarding to the Town Attorney for a legal opinion, clarification of the curtilage, prior deeds, research, etc. It was the consensus to have the Town Assessor look into this and to wait on the legal opinion from the Town Attorney. This will remain as it is, cordoned off until something can be done about it because it is unsafe, this includes the stairway. This item will be tabled. Also noted that L. Dionne had an email for the records from the building inspector.

4. Water Department

V. MacDonald stated that there have been problems with plumbers turning on Town water for the summer camps. When this happens the Town has to pay for them to go out drill the curb stops and put locks on them and feels that an Ordinance needs to be worked on to include fines, if this is done; they should not be touching the Town water pipes. C. Mitchell is currently working on an amendment to the Rules and Regulations for the Water Department. We need to wait until it is presented to the Board. B. Holt believes there is an RSA regarding this. Once this is provided, reviewed by L. Dionne and the Town Attorney it will be brought before the Board for approval. Fire hydrants being used was discussed.

5. Collapsed retaining wall abutting Harmony Park

P. LaRochelle brought forward an issue with a collapsed retaining wall which abuts the Harmony Park retaining wall. It is located where the boathouse and dock is. There is a 10 foot wall that has collapsed. He called K. Roberts met with him and feels that the wall should be reset by the Town. It appears that water got behind the blocks, froze and pushed the wall causing it to collapse. L. Dionne noted that photos will be provided to the Board of the damages with all of the Harmony Park information that will be provided when this matter is discussed at a near future meeting. This is not a retaining wall, it should be fixed and put back to the way it was. This should be brought forth and tabled until the meeting when the Harmony Park retaining wall is brought back to the Board.

Old Business:

1. Highway Department - Bid Award, Survey of Church and School Streets

K. Roberts, Highway Manager joined the meeting via phone. A recommendation was provided for Richard D. Bartlett & Associates, LLC in the amount of \$7,550 for the survey of Church and School Streets. This is the low bidder. Everything that was requested was within the bid specs which included all water lines, shutoffs, drainage systems as well as everything above ground. Granite markers were questioned but not requested, it was just to identify all property lines. This would be an upcharge. Markers could be done at a later date. B. Holt inquired about start and completion dates. He was informed that until the bid is awarded the information is not available until we get on the schedule of work. L. Dionne spoke on behalf of the company and all companies that bid. In addition, K. Roberts noted that the Lily Pond survey will begin around May 1<sup>st</sup>.

V. MacDoanld made a motion to award the survey bid for Church Street and School Street to Richard D. Bartlett & Associates, LLC in the amount of \$7,550 and P. Wittmann seconded. Roll call vote:

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

Selectmen Reports

B. Holt had nothing to report.

P. LaRochelle had nothing to report.

P. Wittmann had nothing to report.

V. MacDonald had nothing to report.

R. Wentworth reported that the Town is actively pursuing a way for the ZBA and Planning Board's to meet and move forward. This has been diligently looked into.

P. LaRochelle noted that a conference call with Attorney Sessler took place on Friday and it was decided to postpone the ZBA meetings until after May 4<sup>th</sup> to see if any changes would be made by the Governor. V. MacDonald noted that the Planning Board would do the same. R. Wentworth again urged the citizens to comply with and have patience in today's situation. All Board members were in agreement that the Board's would love to meet and carry on with their business. The picnic tables in the Bay were briefly discussed.

Town Administrator Report by L. Dionne

Route 11 - No Parking

There have been a lot of traffic issues at the Mt. Major area on Route 11. Per the request of the EMT, DOT has temporarily closed off parking on Westbound lane of the roadway. DOT said if the Town would like this permanently closed then they would need a letter from the Board requesting such. R. Wentworth stated that the Police Chief is going to get two (2) mile markers one for each side of the roadway and believes that the department will recommend to the Board to ask DOT to put No Parking signs up on any of the guardrail sides of the road. L. Dionne will draft a letter to be voted on at the next meeting. V. MacDonald feels that there should be No

Parking at all on the Westbound side of the road. L. Dionne to contact the Police Chief for review to see how far he feels this should be extended; offering for each Board member to review.

#### Municipal Trail System Location

At the Municipal Trail System near the Geleas property, this has been swamped with hikers vehicles. A recommendation from K. Roberts, Highway Manager was provided to the Board for placement and locations for No Parking signage on Alton Mountain Road. The map delineates the different locations for No Parking Either Side on the dirt section. There have been problems over the last couple of weeks. V. MacDonald feels that there are too many signs being recommended. At this time, K. Roberts joined the discussion via phone stating that the area is approximately 900'/1000'; the signs up to the driveway are probably temporary and can be reduced once the COVID situation eases. In some cases the road was impassable. The design was not meant for roadside parking. If the parking extended to the Alton Mountain Road paved section it would not be a problem because it is wide enough to support parking on the side of the road.

P. Wittmann made a motion to allow the No Parking either side of Road signs on the dirt section of Alton Mountain Road as discussed and B. Holt seconded. Roll call vote:

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

#### Fence - Geleas Property

The same map as referenced above shows a 12' by 8' fence however the request is a request from Mr. Geleas, property owner; problem being it is not within the easement area and falls on his private property. L. Dionne recommends to the Board that the Town not comply but recommends that the Board agrees to allow her to contact either Russ Wilder or Gene Young from the Conservation Commission or possibly the Mt. Major Snowmobile Club or other organizations that work with trails to see if they would help Mr. Geleas who was kind enough to give the Municipal Trail Easement.

V. MacDonald made a motion to give to the Conservation Commission as this was their project.

Further Discussion: L. Dionne has had communication with R. Wilder and feels that they would be willing to help.

Again, V. MacDonald made a motion to turn the fence project over to the Conservation Commission and P. LaRochelle seconded. Roll call vote:

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

#### Boat Trailer Parking in the Bay

There is a small gravel area to the left of Pop's Clam Shack where his employees park; this actually is owned by the Christian Conference Center. That area is being used for truck with trailers for parking. For consistency purposes during discussion at the EMT meeting we don't allow this parking anywhere in the Bay; they are blocking the crosswalk. The request is to put No Trailer Parking Signs. B. Holt feels that the Town should not place signs on private property. P. LaRochelle suggested speaking with the Conference Center. L. Dionne offered to contact Brad Smith to see if the Conference Center is in agreement to placing the signage. V. MacDonald feels that the Highway Department should place the poles on their behalf. L. Dionne will report back to the Board once she speaks to B. Smith.

#### Jesus Valley Road - No Parking Signage

A request for No Parking signage on Jesus Valley Road either on one side or at the end of the road. It is where M. Land resides, the old Boudreau property. People are parking in her driveway, she allows access to the trails and parking on the side of the road which is making it very narrow. Currently we have a lot of sign pollution with hopes of it being temporary. Both the Fire and Police Chiefs have looked at it and they are recommending that it be No

Parking in between signs. K. Roberts will need to order these signs or come up with a solution; possibly a No Parking beyond this point and possibly post one side of the road.

V. MacDonald made a motion to allow the No Parking signs to be installed on Jesus Valley Road and P. LaRochelle seconded. Roll call vote:

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

### Approval of Minutes

#### March 31, 2020 - Non-Public - Release of Sections

L. Dionne informed the Board that these minutes were previously approved on April 13<sup>th</sup>; there was some discussion about releasing them or not. The information was combined together some could be, some could not be released. Attorney Sessler was contacted; sub-paragraph numbers were added.

V. MacDonald made a motion to approve the minutes of Non-Public Session, March 31, 2020 releasing everything except for 2d and 2f and P. LaRochelle seconded. Roll call vote:

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

#### April 6, 2020 - Regular

V. MacDonald made a motion to approve the minutes of the Regular Session, April 6, 2020 as presented and B. Holt seconded. Roll call vote:

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

### Consent Agenda Approval

V. Macdonald made a motion to approve the Consent Agenda as submitted and B. Holt seconded. Roll call vote:

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

### 1. Fire Department:

- a) Annual Merit Increase: Leslie Rentel/FF, \$14.69/hr to \$14.90/hr, effective 1/1/20
- b) Annual Merit Increase: Larry Smith/FF, \$14.69/hr to \$14.90/hr, effective 1/1/20
- c) Annual Merit Increase: Amelia Sweezey/EMT/FF, \$15.07/hr to \$15.60/hr, effective 1/1/20
- d) Annual Merit Increase: Gregory Trombi/Lt/Paramedic, \$21.89/hr to \$22.66/hr, effective 1/1/20
- e) Annual Merit Increase: Jordan Pellowe/EMT, \$14.82/hr to \$14.98/hr, effective 1/1/20
- f) Annual Merit Increase: Michael Okoniewski/FF/EMT-A, \$17.19/hr to \$17.67/hr, effective 1/1/20
- g) Annual Merit Increase: Patrick O'Brien/Captain, \$20.07/hr to \$20.77/hr, effective 1/1/20
- h) Annual Merit Increase: Sam Norford/FF/EMT-A, \$17.08/hr to \$17.62/hr, effective 1/1/20
- i) Annual Merit Increase: Ryan McQuade/FF/EMT-A, \$17.60/hr to \$18.22/hr, effective 1/1/20
- j) Annual Merit Increase: Rebekah Lehouillier/FF/EMT, \$14.69/hr to \$15.10/hr, effective 1/1/20
- k) Annual Merit Increase: Kyle Latino/FF/EMT-A, \$16.93/hr to \$17.52/hr, effective 1/1/20
- l) Annual Merit Increase: Jeremy Lambert/FF, \$14.46/hr to \$14.97/hr, effective 1/1/20
- m) Annual Merit Increase: Bryan Fenn/FF/EMT-A, \$17.19/hr to \$17.61/hr, effective 1/1/20
- n) Annual Merit Increase: Don Filete/FF, \$14.83/hr to \$15.35/hr, effective 1/1/20
- o) Annual Merit Increase: Christine Hallock/FF/EMT-A, \$17.14/hr to \$17.44/hr, effective 1/1/20
- p) Annual Merit Increase: Matthew Johnson/FF/EMT, \$14.42/hr to \$14.77/hr, effective 1/1/20
- q) Annual Merit Increase: Allison Brown/Secretary, \$16.40/hr to \$16.74/hr, effective 1/1/20
- r) Annual Merit Increase: Evan Turcotte/Deputy Chief, \$24.41/hr to \$25.26/hr, effective 1/1/20
- s) Annual Merit Increase: Esther Bertolami/FF/EMT, \$15.12/hr to \$15.49/hr, effective 1/1/20

- t) Annual Merit Increase: James Brown/Lt, \$17.73/hr to \$18.23/hr, effective 1/1/20
- u) Annual Merit Increase: Robert Brown/FF/Paramedic, \$18.03/hr to \$18.41/hr, effective 1/1/20
- v) Annual Merit Increase: Dawson Croteau/Intern, \$12.23/hr to \$12.57/hr, effective 1/1/20
- w) Annual Merit Increase: John Cunningham/FF/EMT-A, \$16.98/hr to \$17.51/hr, effective 1/1/20
- x) Annual Merit Increase: Heather Luby/FF/EMT-A, \$16.48/hr to \$17.00/hr, effective 1/1/20
- y) Annual Merit Increase: Sam Stankos/FF, \$13.79/hr to \$13.79/hr. No increase. Still on probation.
- z) Annual Merit Increase: Thomas Chagnon/FF, \$15.13/hr to \$15.13/hr. No increase. Still on probation.
- aa) Annual Merit Increase: Wyatt Stockman/FF, \$13.52/hr to \$13.52/hr. No increase. Still on probation.

2. Highway Department:

- a) End of Probation: Matthew Peetz/Tk Dr, \$17.19/hr to \$17.44/hr, effective 3/23/20

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

None

**Non-Public Session:**

R. Wentworth moved at 7:40pm to enter into nonpublic session under RSA 91-A:3,II,(e). 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 at 7:57pm 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

R. Wentworth moved to “not divulge” the minutes because divulgence of the information 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

**Adjournment**

R. Holt moved at 7:58pm to adjourn. P. Wittmann seconded. Motion carried.

Respectfully Submitted,

*Mary K. Jarvis*

Mary K. Jarvis  
Recording Secretary