

ALTON BOARD OF SELECTMEN  
Minutes  
April 27, 2020  
6:00 PM

**Approved – May 4, 2020**

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Chairman R. Wentworth convened the meeting at 6:00 PM and Police Chief, Ryan Heath 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**

V. MacDonald requested to add under New Business, Parks and Recreation Properties/Cemeteries, B. Holt requested to add under Old Business, Harmony Park Wall and Shibley's Dock and R. Wentworth requested moving Old Business before New Business.

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

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

**Emergency Management Update** by Ryan Heath

R. Heath on behalf of the Emergency Management Team thanked the members of the community and the Town employees for their understanding and support during this difficult time. We are continuing with the implemented emergency orders that have been put in place. Our protocols are remaining and are still in effect. Behind the scenes we have been troubleshooting the ripple effects of the orders that have been put in place. Mt. Major difficulties have been discussed with the Town working with the State to limit parking on the westbound lane of travel. The eastbound lane is still open for parking; the Town is still working to combat those issues by limiting the parking as well as in other areas within the Town. The EM Team is still meeting twice a week discussing the issues that have been brought to the Team or Selectmen on items of concern trying to come up with solutions. Numbers are still increasing in NH and things are dependent on the Governor's decisions on handling this situation.

At this time and for the convenience of Chief R. Heath, R. Wentworth offered to discuss the following two (2) items from Old Business:

3. Route 11 Parking by Mount Major

R. Heath mentioned that Mt. Major has taken on a lot of activity recently. Issues with parking have been very evident. The parking lot does not sustain and has never had enough parking; which has increased during the pandemic. DOT has been spoken to and a decision by them along with the Governor was not to shut down Mt. Major. They are in agreement that something needs to be done. Restrictions have been done on the eastbound

lane of travel, temporary signs have been placed, the State placed delineator posts and no parking signs have been installed for "No Parking per Alton PD". There have been no violations thus far. Unfortunately, they have all gone to the eastbound side. DOT has requested a letter from the Town and if received the permanent signs could be installed in the areas of concern. The recommendation is take advantage and make the signage permanent on the westbound lane and on the eastbound lane in the locations of the guardrails. This goes from the scenic view all the way to Route 11D and the guardrail section east of the parking area continuing around the scenic view. The possibility of sending a letter to the Forest Society was mentioned about enlarging the parking area. By doing this it will contain all parking to the Mt. Major side of the roadway. Troopers from Troop B in Tamworth have been assisting the department in that area.

R. Wentworth made a motion to have the Town Administrator draft a letter to NH DOT from the Board of Selectmen requesting they are in support of the no parking signs on the west bound lane and east bound lane as recommended by the Police Chief.

Further discussion: V. MacDonald asked if the letter would come back before the Board at the next meeting for them to read and sign.

The motion on the table was called. V. MacDonald seconded. Roll call vote:

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

#### 4. Bay Boat Trailer Parking on Christian Conference Center

Chief Heath noted that this has been an issue on the property next to Pop's Clam Shell and discussed by the EM Team. The recommendation would be to place signage in this area for No Trailer Parking. Discussion transpired regarding the verbiage for the signs.

R. Wentworth made a motion to place No Trailer Parking signs at the property line of the Christian Conference Center at Pop's Clam Shell on the Town's property and B. Holt seconded. Roll Call vote:

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

#### Jesus Valley Road

The Police Department was called to this area a couple of weeks ago due to people who are using the trails and were blocking the driveway of the property owner. If parking is done on both sides of the roadway emergency response vehicles are not able to get their apparatus through; this is where the response team deploys for any injuries that they might be called upon for rescues. There are no local towing companies and it takes time to get someone there for such. A suggestion was for No Parking between signs to be placed on the right side of the roadway. Further discussion took place at the EM Team meeting which entailed placing signage. One sign would be to place an official sign from the Town where the Town road ends. Currently the property has their own signs for no trespassing which don't command much authority; foot traffic is going through the private property and people don't realize this. The access for this trail is actually the snowmobile trail. A sign that commands a little respect seems to be in order.

V. MacDonald made a motion to allow the Chief to have two (2) signs placed by the Highway Department at the end of Jesus Valley Road at the end of the Town property on each side of the road delineating Town vs. Private Property and P. LaRochelle seconded.

V. MacDonald amended his previous motion to include: adding sending a letter to the Snowmobile Club and the Conservation Commission requesting a sign that shows the trailhead for the Mt. Major trail system and P. LaRochelle seconded the amendment. Roll call vote on original motion and amendment:

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: Dick Shea

*Sent:* Monday, April 27, 2020 11:46 AM  
*To:* Board of Selectmen <Selectmen@alton.nh.gov>  
*Subject:* Letter to the BOS

Please accept this email as a public comment for your next Board of Selectmen meeting.

Richard Shea  
 84 Roberts Cove Rd  
 Alton NH

*I was very pleased that the 2020 warrant article funding road improvements and reconstruction was approved by Alton's voters, and have been following progress to date. The Board met (by telephone) with Ken Roberts recently and discussed his approach for this year's program. Several roads requiring attention were reviewed, but the only mention of Roberts Cove Rd was in regard to the Highway Dept. having marked some trees for removal.*

*At the February 10th meeting held to discuss the Board's preferences for this year's road work, Mr. Roberts indicated, if I understood him correctly, that Roberts Cove Rd would likely be a multiyear project, with some portion of the work done by our town crews, and some by outside contractors. A survey would be required, as would some outside engineering work.*

*I realize there are legitimate concerns for the effect that the current public health shutdown might have on town tax revenues, but I'd like to request that the Board allow Mr. Roberts to at least contract for the required survey work, and possibly for the engineering work as well. This would allow some progress to be made on the project without a major commitment of funds, and provide information on what issues, if any, would need attention going forward. I understand a public hearing will be required at some point, and the survey results would be of value at that time.*

*Thank you for your consideration, and please also accept my thanks for the efforts the Board is making to keep the town informed during this difficult time.*

Richard Shea

R. Wentworth stated that comments will be held off at this time.

**Appointments:**

None

**Old Business:**

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

Genevieve Michaud joined the meeting remotely by phone. Communication from the Building Official was received by the Board as previously requested which supported that if she were to conduct business on her property on Suncook Valley Road then a Hawkers & Vendor permit would not be necessary. G. Michaud stated it was her intention to only conduct business from this property. P. LaRochelle wanted to clarify that a Special Exception is needed through the Zoning Board which has nothing to do with the subject at hand tonight. Ownership of the property was questioned as well as the truck usage locations. It was the consensus of the Board that if the truck is used strictly on her private property then she will not need a Hawker & Vendor Permit. Roll call consensus:

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

If the plan is to participate on any streets within Town then she would need to obtain a permit. The Board will deny the request.

P. LaRochelle made a motion to deny the Hawker & Vendor Permit for Baked Brewed & Organically Moo'ed; it is not needed for operating on her private property and P. Wittmann seconded. Roll call vote:

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

2. Highway Department - Road Reconstruction Public Hearing Discussion

K. Roberts joined the meeting remotely via phone. It has been determined through research that there is no Town policy requiring that a Public Hearing needs to be held; it has just been the past practice to hold a hearing. Most residents that K. Roberts has spoken to don't feel a Public Hearing is necessary as they have already spoken to him. The residents were informed that if they had any problems to directly contact him and they would be addressed. It is the Board's consensus to move forward with the work. Consensus roll call:

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

Further Discussion: R. Wentworth would like to see all of the abutters sign off and acknowledge the work. K. Roberts would like to notify the residents with a letter noting that there will not be a Public Hearing and if they have any concerns to direct those concerns directly to him and if he cannot handle it he would direct it to the Board. R. Wentworth suggested that the letters be sent out certified. A draft letter will be created and sent to L. Dionne for approval before sending it out. The Board was in agreement by consensus.

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

At this time, K. Roberts noted that the signs for the end of Jesus Valley Road were ordered and will be picked up tomorrow stating "No parking beyond this point". They will be placed on the right and left of the roadway just before the hill at the end of the Town property. There will be no parking signs all the way up the right hand side and should be installed by Wednesday that say "No parking between signs" and at the top "No parking beyond this point". In addition, K. Roberts has signs that state "No trailer parking in bay area" with Board permission he will install them next to Pop's Clam Shell. It was the Board's consensus to do so.

3. Route 11 Parking by Mount Major

Previously discussed.

4. Bay Boat Trailer Parking on Christian Conference Center

Previously discussed.

5. Harmony Park Retaining Wall

B. Holt mentioned that the Board had received a packet of expenses for Harmony Park and he is totally confused; he is looking to see expenditures and how much money is available and what the balance is remaining. Various balances were mentioned and questioned; according to B. Holt's calculations the Town will be short money. R. Wentworth stated he should meet with L. Parker, Finance Officer. L. Dionne noted that he would need to schedule a date and time with her using the set protocols and social distancing method to question and have things explained. Noted, money was taken from the Highway Department budget. K. Roberts was consulted and confirmed the amounts. In addition, he questioned the repair to the neighbor's wall that collapsed and was informed "not yet". The debris was picked up and the wall will be reinstalled. He questioned if this could be done without a permit. L. Dionne stated "no". This will be held off until the subject comes back up before the Board for discussion once all the quotes and information is received as previously discussed and agreed upon. V. MacDonald voiced concerns of timing. L. Dionne offered the Board to change this if they choose. A debate transpired amongst the Board members regarding the work. R. Wentworth summarized; currently there is a cease and desist on all of the work and this has not been released, the Highway Agent was asked to get all the blocks off of the dock at the

location of the collapsed wall and have not instructed it to be redone, we were going to wait until the quotes came in to know what the costs would be and where the funds would come from. Nobody has not done what was instructed, they have done everything that has been asked to do, until we know what we are going to do. P. LaRochelle added to the discussion that he would like to address the collapsed wall and feels that the person should not have to wait until the Board decides what is going to be done. Added costs with GMI is a given, K. Roberts interjected that Michie Corp. estimate has been received for reengineering, they will not be charging for engineering however different blocks need to be used for the corner blocks and GMI volunteered to drop off the extra block and GMI is ready to come back in whenever a decision is made by the Board. One (1) cost estimate has been received for a 36 inch rail for 11K. East Coast Welding is trying to come up with an estimate for the custom railing. As far as the collapsed wall is concerned it will be restacked possibly using cement and pins which would be up to the Board. During research it was discovered that there was never a permit for that wall. K. Roberts would need to speak to the Wetlands Engineer to see about permitting requirements. It was the consensus of the Board to wait until everything is received for all information and the additional costs associated. V. MacDonald still feels that work should be done. Tabled.

#### 6. Shibley's Dock

B. Holt investigated this matter and feels he has all the permits and paperwork in his possession for the dock for caps and planking. He is trying to prove Town ownership and cannot. P. LaRochelle stated without definitive information/ownership he would like to stop discussion because it is such a gray area. Debates transpired between the Board members on the subject. R. Wentworth called the meeting back to order and suggested that whatever paperwork he has, to have copies made and distributed to each Board member and brought back up so that everyone knows what is being brought forward; this will be scheduled for another meeting. Attorney Sessler has been asked to review all of the records and when this is discussed again the Town Assessor should be present. P. LaRochelle would like to have a Workshop with the Selectmen, Mr. Shibley, Town Assessor and Attorney Sessler to sit down and discuss this matter. V. MacDonald would like to have the Assessor get the deeds from Madeline Adams right through until the Town took over the property. L. Dionne noted she has the deed from M. Adams however there is a "hiccup" in the deeds and perhaps it could be explained better during a Workshop. R. Wentworth noted that L. Dionne and Attorney Sessler are still researching this matter. Everything has been roped off with No Trespassing signs placed at the location; this will take time and the Board should wait for the information and recommendation from the Town Administrator, Town Assessor and Town Attorney.

#### **New Business:**

##### 1. Highway Department - Excavator Repairs

K. Roberts remotely joined the meeting via phone. Repairs in the amount of \$37,994.88 from Milton CAT were provided to the Board for the excavator repairs. V. MacDonald noted that this was discussed roughly a year ago and asked why the work was not done over the winter using the leftover road reconstruction money. K. Roberts stated it was not authorized by the Board to use any money from road reconstruction. Now that road reconstruction is being used we can get the repairs done from such. P. LaRochelle asked for clarification on the work. The explanation was that when the equipment reaches so many hours it is recommended to do this work before a failure, if failure happens it would entail a lot more work and money. Currently power is being lost in the hydraulics, the rebuild would be for an engine rebuild and hydraulic rebuild which would hopefully enable another 6 to 8 years of service from the machine. The lower end was done a couple of years ago with replacement of everything that was needed. B. Holt asked why this wasn't budgeted for in the budget process. Explained and debated. R. Wentworth questioned the labor costs provided on the estimate; K. Roberts explained. A boom repair was taken care of previously. This is a 2004 machine and has a guesstimate worth of 80K to 90K. After the repairs and should last another 6 to 8 years. In the future, all equipment could be looped into a lease/purchase with rotation and you would have all new equipment with warranties and not be over the original amount. The machine is being used on a very regular basis. There will be no further ditching done with this machine this year. B. Holt feels that there is misrepresentation to the public with the Warrant Article for road reconstruction, that this is for road reconstruction not equipment maintenance; his issue is where the money is coming from. The machine will be sent in once road reconstruction is shut down for the year 2020 possibly in November/December. The commitment can be done for the work then decided upon at that time where the money will come from.

R. Wentworth made a motion to authorize the repairs to the excavator with Milton CAT in the amount of \$37,994.88 to be done over the winter of 2020/2021. Funds to be paid out of an undetermined line of the budget and V. MacDonald seconded. Roll call vote:

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

2. IT Department - Live Stream Account

Joshua Monaco, IT Director addressed the Board to discuss options for live streaming. Currently we are using ZOOM and wanted the Board's input about doing live streaming. Basically it would allow for residents/public to access through the website unlike the ZOOM meetings. ZOOM can connect to the live stream portion. He is looking for Board input. Questions regarding the service were answered. Costs are associated but unknown at this time. It was the consensus of the Board for J. Monaco to look into this avenue.

3. Parks and Recreation Department Properties

V. MacDonald inquired about the Town Parks and Recreation properties being cleaned and raked feeling it should be started and done. L. Dionne assumed this would be done as it is every year. R. Wentworth asked L. Dionne to get a schedule from the Parks and Recreation Department for the next meeting.

4. Cemeteries

V. MacDonald would like for L. Dionne to contact Jim Andersen, Sexton regarding stones in the old cemetery that are leaning over quite a bit to be sure that it is taken care of before Memorial Day. L. Dionne will contact the Department Head regarding this issue.

B. Holt asked if the Town has a Safety Committee with a response of "yes". Later in the year, R. Wentworth will ask for a reorganization of assignments of Selectmen to different departments within Town.

Selectmen Reports

None

Town Administrator Report by L. Dionne

For informational purposes, L. Dionne informed the Board that more than likely the Solid Waste Department as discussed with S. Simonds, Superintendent that his budget will probably be over spent due to the recent significant increase in business. Regular household trash has doubled and aluminum which is normally filled every three (3) months is being filled in 28 days. L. Dionne will check with S. Simonds to see if he needs additional help.

Approval of Minutes

April 13, 2020 - Regular

V. MacDonald made a motion to approve the minutes of the Regular Session, April 13, 2020 as presented and P. LaRochelle seconded. Roll call vote:

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

April 13, 2020 - Non-Public

V. MacDonald made a motion to approve the minutes of Non-Public Session, April 13, 2020 releasing all and P. Wittmann seconded. Roll call vote:

B. Holt, yes                      P. LaRochelle, yes                      P. Wittmann, yes

V. MacDonald, yes                      R. Wentworth, yes

April 20, 2020 - Regular

V. MacDonald made a motion to approve the minutes of the Regular Session, April 20, 2020 as presented and P. LaRochelle seconded. Roll call vote:

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

April 20, 2020 - Non-Public

R. Wentworth made a motion to approve the minutes of Non-Public Session, April 20, 2020 as submitted 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**

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

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

1. **Water Works Department:**

2020 Abatement

Argiropolois, John	Map 28 Lot 2	114 Frank C Gilman Hwy	155.00
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2020 Abatement as Credit to Customer Account

Argiropolois, John	Map 28 Lot 2 114 Frank C Gilman Hwy	Billing error incorrect read Acct: 333/346	Credit \$155.00 TO ACCOUNT
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**Discretionary Action on Requests for Appointments** (No discussion, majority vote required to allow/not allow appointment)

None

**Non-Public Session:**

None

**Adjournment**

B. Holt made a motion to adjourn at 7:48 PM and P. Wittmann seconded. Roll call vote:

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

Respectfully Submitted,

*Mary K. Jarvis*

Mary K. Jarvis  
Recording Secretary