

ALTON BOARD OF SELECTMEN
Meeting Minutes
Public Session I
May 2, 2016
6:00 PM
1 Monument Square
Alton, NH 03809
Approved: May 16, 2016

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
Lou LaCourse, Vice Chairman
Philip V. Wittmann, Selectman
Virgil MacDonald, Selectman
John Markland, Selectman
Elizabeth Dionne, Town Administrator

Approval of the Agenda

Virgil MacDonald made a motion to approve the agenda as written and Phil Wittmann seconded. Cydney Johnson noted that there will be an amendment the Summer People's Scholarship Fund has cancelled their appointment for tonight. All were in favor of the amended motion.

Appointments:

- David St. Cyr ~ Summer People's Scholarship Fund ~ Cancelled

Announcements:

- Town Offices will be closed Monday, May 30th in observance of Memorial Day.

Selectmen's Committee Report

John Markland reported that he had met with the Budget Committee last Thursday. They have put together a full Board with the addition of Andrew Levasseur, who was present at tonight's meeting, the Committee reappointed David Hershey and Greg Fuller replaced his position. The Chair is asking that the Town Administrator look into possibly having three (3) different budgets, one that is being requested, one with a certain amount of decrease and another with another amount of decrease. After this issue was discussed by the Budget Committee John informed the Chair that they should put the request in writing and send it to the Board of Selectmen for their decision and review and he reminded them that they are only an advisory committee. The Budget Committee will meet on a monthly basis. A discussion transpired in regards to the different budgets and the cuts that were mentioned; they are still in the development stage. The school budget was not discussed.

Lou LaCourse met with the Conservation Commission. They went through standard dredge and fill operations. They also discussed the intents for excavation of which the rules are not being followed properly, however they are being looked at and ZBA items were discussed.

Cydney Johnson noted that the Zoning and Amendment Committee will be meeting on May 18th.

Town Administrator's Report and Updates

American Legion Memorial Day Parade Participation

The American Legion is looking to have a guest speaker for the Memorial Day Parade. The Board discussed who would be available; Phil Wittmann volunteered his services.

Parks and Recreation Department Property

There are four (4) trees that are in danger of falling with another two (2) that are questionable, but could wait until next year. Quotes were obtained for taking the four (4) trees down, either taking the trees away or leaving the trees at the location, not knowing what amount of money was available. The additional two (2) trees will be budgeted for in next year's budget. There is no insurance coverage for preventative services. A quote for the four (4) trees is \$860.00; trees left on location. Apparently someone is interested in the trees and has contacted Parks and Recreation, however due to liability issues, our insurance carrier, Primex does not recommend this, even with a signed waiver form. Virgil MacDonald would like to see this handled as it was done in the past by stockpiling it or delivering it to someone's home; it could be in log lengths. This would be a decision of the Board how this would be handled. Liz Dionne quoted a section from the Employee Handbook 10.3.3 that states "anything over a value of \$1.00 needs to have the approval of the Selectmen". It was recommended that it be handled through the Welfare Department. The Welfare Director has recommended that potentially it could be donated to Alton Community Services (ACS) letting them take care of the distribution. They could be cut into manageable lengths for delivery. There were other quotes from Bartlett Tree, Donovan Tree and Arbor Tech and they all have various options. Liz Dionne will obtain more information from ACS and bring the information back to the Board for their consideration.

Guidelines for Extension of Tax Deeding

At the previous meeting concerns were voiced on item #2 under the Guidelines for Extension of Tax Deeding. To clarify, Attorney Sessler advised that should remain as part of the Guidelines. A person can apply for assistance, as long as they qualify, then the payment would go towards the unpaid taxes with a lien placed on the property.

Public Input I

None

Virgil MacDonald questioned the tree bid for the Parks and Recreation Department property. Liz Dionne noted that as the Department Head, Kellie Troendle would have the authority to

have the trees cut down due to the amount being under \$2,500.00 and she is recommending Bartlett Tree at \$860.00 for the four (4) trees. There are also budgetary facts to consider; Kellie does not have the extra money for the two (2) additional trees on the side of the building. Kellie Troendle was called upon to enter the discussion. Kellie stated that Bartlett Tree is scheduled to come tomorrow morning to take the trees down and reiterated that they don't have the extra money in the budget to take the two (2) additional trees down on the side of the building. There have been some unanticipated issues that have come up recently such as the stairs going into the lake at the swim area which could be between 3K-4K; these are the stairs near the swim dock and boat ramp. There was a decking system that disintegrated and was removed; we need to have safe access to the lake. On top of this are the vehicle issues. The retaining walls are a different contractor and there will be a need for a permit for the stairs. An aluminum decking system with railings is being looked at which is portable and can be removed easily. It was suggested to contact Dennis Tyler on Route 16 in Milton for the aluminum decking/docks.

Approval of Selectmen's Minutes

April 13, 2016

John Markland made a motion to approve the minutes of Public Workshop Session as written, April 13, 2016 and Virgil MacDonald seconded with all in favor of the motion.

April 18, 2016

Cydney Johnson made a motion to approve the minutes of Non Public Session, April 18, 2016 opening #3, 5, 6, 7 & 8 and Lou LaCourse seconded. John Markland questioned the opening of #5 & 8; they were withdrawn. The motion was clarified, to approve and open items #3, 6 & 7; Lou LaCourse again seconded with all in favor of the motion.

John Markland made a motion to approve the minutes of Public Session I, April 18, 2016 and Virgil MacDonald seconded. Phil Wittmann requested an amendment on page 11 on the vote for the appointment to the Lakes Region Planning Commission Appointments; he did not vote in favor so the vote needs to be changed to 4 approved, 1 opposed. John Markland the made a motion to approve the minutes of Public Session I, April 18, 2016 as amended and Virgil MacDonald seconded with all in favor of the amended motion.

John Markland made a motion to approve the minutes of Public Session II, April 18, 2016 as written and Virgil MacDonald seconded with all in favor of the motion.

Old Business:

HVAC Bid Recommendation

This item was brought up at the last meeting with a question of the optional electrical proposal of the bid which was not part of the original proposal, this particular vendor chose to offer this service. A copy of the bid was provided to the Board; the proposal presented meets the standards of the bid. This was the only bidder from this year, the two (2) bidders from

last year were notified that they could submit a new bid or we could use the existing bid from last year as the figures were not released; we did not hear back from either of them. Liz Dionne is recommending this year's bidder for the HVAC System but does not recommend the optional electrical proposal. There is a local electrician that the Town uses who is supposed to be providing a quote. There is currently 126K in the fund for the project. Cydney Johnson has no problem with awarding the HVAC portion of the bid and getting another proposal for the electrical work. Everything would need to be coordinated prior to the installation. The Code Officer is working on getting the quote for the electrical work. Liz Dionne noted that if this goes out to bid for the additional electrical work then it will take a bit longer to get this completed. Liz also noted there could be some discussion in Non Public in regards to the lack of funds, if necessary.

John Markland made a motion to award the HVAC System bid to KPMB Enterprises of Contocook, NH in the amount of \$105,450.00 and Virgil MacDonald seconded with all in favor of the motion.

New Business:

Generator Maintenance Bid Recommendation

Virgil MacDonald questioned why all departments have generators and is it really necessary. It was previously explained to Liz Dionne that it was the goal that all town buildings have a generator. Cydney Johnson voiced that in every one of the buildings listed, it would be important to have a generator. Discussion ensued regarding the need for the generators in the buildings. This bid is for a maintenance contract only for the generators. It was suggested that the Town Mechanics service the generators. It was noted that generator service is very specific to and a specialty to service them properly. A list of references for the low bidder was obtained and we spoke with one of them today and they are very happy with them. Virgil MacDonald mentioned sending the Town Mechanic to take a course in OEM training which would be less expensive than paying for the maintenance contracts. Lou LaCourse stated that the auto mechanics have a large workload and we should not be adding any additional workload on them.

Cydney Johnson made a motion to award the Generator Maintenance bid to Scherbon Consolidated, Inc. (SCI) in the amount of \$1,550.00 per year and Lou LaCourse seconded. The vote was 4 approved, 1 opposed, Virgil MacDonald.

Land Use Items as recommended by the Tax Assessor

Cydney Johnson made a motion to approve the 2016 Veteran Credit Denial for Map 66 Lot 44 and John Markland seconded with all in favor of the motion.

Cydney Johnson made a motion to approve the 2016 100% Total Disability Veteran Tax Credit for Map 25 Lot 29 for \$1,400.00 and John Markland seconded with all in favor of the motion.

Cydney Johnson made a motion to approve the 2016 Veteran's Tax Credit for Map 25 Lot 29 for \$500.00; Map 25 Lot 29 for \$500.00 and Map 1 Lot 13-26 for \$500.00 and John Markland seconded with all in favor of the motion.

Cydney Johnson made a motion to approve the 2016 Current Use Application for Map 12 Lot 40 and John Markland seconded with all in favor of the motion.

Cydney Johnson made a motion to approve the 2015 Timber Warrant total amount of \$2,585.69 for Map 19 Lot 53 Operation 15-011-08-T for \$1,490.72; Map 1 Lot 12-2 Operation 15-011-10-T for \$66.50; Map 21 Lot 28 Operation 15-011-15-T for \$133.76 and Map 12 Lot 57 Operation 15-011-05-T for \$894.71 and John Markland seconded with all in favor of the motion.

Cydney Johnson made a motion to approve the 2015 Abatement Denial for Map 64-11 & 10 and John Markland seconded with all in favor of the motion.

Cydney Johnson made a motion to approve the 2015 Abatement for Map 81 Lot 19 for \$218.00 and Virgil MacDonald seconded with all in favor of the motion.

Lake Host Program Payroll Grant Application

Kellie Troendle was in attendance to speak on behalf of this item. This is for the Lake Host Grant Program specifically for the public boat ramp at Lake Winnepesaukee in the Bay location to check for Milfoil and other invasive species. It is also a boater education program; the Lake Host person greets the boaters and explains Milfoil and other invasive species to them, both in and out of the Lake. Volunteer hours are included with this grant. There is a \$300.00 fee to join the Lake Host Program with some incidental fees that are paid, approximately \$100.00 for postage that the Town is responsible for. The Town then receives the \$1,500.00 for an employee that is employed through the Lake Host Program. The Town does have the local matching funds of \$4,897.44 which is mostly volunteer time and is the Milfoil Committee members. It is about twelve (12) hours of paid time the rest is calculated at in kind time at 327% which is the Town's match and it is sixteen (16) to eighteen (18) hours of volunteer time each week for ten (10) weeks at \$10.00 per hour that calculates to \$4,429.44.

John Markland made a motion to accept the 2016 Lake Host Program Payroll Grant Application authorizing Liz Dionne, Town Administrator to sign on behalf of the Selectmen and Phil Wittmann seconded with all in favor of the motion.

Change of Work Hours; Code Enforcement Officer

Cydney Johnson recommended that this item be moved to Non Public Session; the Board was in agreement.

Public Input II

None

Non-Public Session:

Cydney Johnson made a motion to enter into non-public session pursuant to RSA91-A:3, II (a) (b) (c) (d) & (e) and John Markland seconded. The Board was polled in the affirmative with all in favor of the motion.

The meeting adjourned at 6:52 PM.

Respectfully submitted,

Mary K. Jarvis

Mary K. Jarvis
Recording Secretary