

ALTON BOARD OF SELECTMEN

Minutes

May 4, 2020

Approved - May 18, 2020

Chairman R. Wentworth convened the meeting at 6:00 PM and Fire Chief, J. Beaudoin 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.

Agenda Approval

V. MacDonald requested to add a couple of items to the agenda under New Business, #5 - Cemeteries and #6 - Rumble Strips. R. Wentworth suggested to the Board members that before the agendas are amended if it is something simple it would be okay but if it is something for a lengthy discussion that would need a lot of paperwork that you contact L. Dionne to have it placed on the next agenda as an item in order to keep the meetings short; this would be appreciated. B. Holt agrees and feels that it should be done this way for preparation purposes for all members.

V. MacDonald made a motion to amend the agenda as requested and seconded by P. Wittmann. Roll call vote:

B. Holt, no	P. LaRochelle, yes	P. Wittmann, yes
V. MacDonald, yes	R. Wentworth, yes	

Emergency Management Update by Fire Chief, Jim Beaudoin

Your emergency management team continues to meet twice a week during the COVID-19 pandemic. We are monitoring the state of emergency very closely. The precautions we have taken are still in place.

- *Closed government buildings to the general public*
- *Closed recreational facilities and other gathering locations*
- *Educated town employees on symptoms of COVID-19*
- *Monitoring all town employees for signs of illness including daily temperature checks*
- *Transitioning some employees to working from home*
- *Increased the amount of cleaning and disinfecting performed on a daily basis*
- *Increased the amount of personal protective equipment for our first responders*

With the nicer weather here, we know that cabin fever has set in. We know people want to go out and do things. We are aware of the number of people hiking Mt. Major, the number of people in the bay, and the influx of seasonal residents that are coming. We are working with the local businesses in the bay to maintain social distancing. With that said, one change emergency management has made is to turn the seasonal water on in a gradual manner.

As a reminder, the newest emergency order from the Governor is still a stay at home order. Stay at home 2.0 allows for our businesses to open back up, with some restrictions. The Fire Department has already been in contact with restaurants in town to aid them in outdoor seating. Please continue to visit our local establishments and support our local economy.

As before, if you must go out:

- *Go to work and go back home*
- *Get the supplies you need and go home*
- *Maintain social distancing*
- *Do not visit with friends or family*
- *Do not go anywhere if you are sick*
- *Wash your hands often*
- *Disinfect hard surfaces at your home or your workspace regularly*
- *If you are able to wear a face cover in public*
- *If you have questions about COVID-19 call 211 or check the CDC and DHHS websites*

By continuing these steps, we can continue to keep the spread low in our town. Be mindful of others. Do not forget you can still be a carrier of the virus without showing symptoms. Please continue to take care of yourselves and each other. As always know that your emergency services are here to respond for you.

At this time, R. Wentworth thanked the Fire Department First Responders and the Police Department for the outstanding jobs that they have done. In reference to the crowds in the Bay area, the Police Department did speak with many about social distancing however they do not have the right to order them to disperse and encouraged everyone to follow the Governor's orders with respect for social distancing.

New Business:

1. Fire Department - Purchase Emergency Response Vehicle & Trailer

J. Beaudoin, Fire Chief was in attendance and Captain P. O'Brien joined the meeting remotely for discussion. V. MacDonald questioned the accessories for the trailer. P. O'Brien explained that this would also serve as a mobile rehab trailer during incidents rather than occupying an ambulance to add flexibility to the operations. Originally the previous vehicle was purchased by the Firemen's Association. B. Holt inquired as to why this did not go out to bid. P. O'Brien responded that most of the time items go out to bid there is little response. Over the months several different vehicle were tested for performance. The quotes were provided by vendors within a 60 mile radius. B. Holt referred to the Personnel Policy stating that it spells out the bid process and accordingly the Board should be looking at the bid specifications before it goes out to bid, then it goes out to bid. B. Holt stated if the Board is not going to abide by the Personnel Policy then it should be changed. R. Wentworth elaborated on bids or quotes. Discussion ensued on the Town's bidding process. The current vehicle is not in good shape and is beyond its time. P. LaRochelle questioned a John Deere vendor it was explained that it did not have the necessary suspension. There is urgency for a new vehicle as the current is beyond its lifespan with the potential in the very near future to have critical costly repairs. A bid process would take at least a month, give or take. B. Holt has serious problems with not knowing what the specifications were provided to the various vendors who provided the quotes. The quotes provided were to provide a wide variety of options. The walk-on roof was discussed. It was recommended that in the future specifications be brought to the Board prior to putting things out to bid. This is especially important in today's situation especially at Mt. Major for potential rescues with the increase in volume at the area.

R. Wentworth made a motion to award the purchase of the emergency response vehicle and trailer as recommended by the Fire Chief for the Defender with accessories to HK Powersports for \$18,653 Trade-in of \$4,500 for a total of \$14,153 and Aluminum enclosed Trailer to Proline Trailers for \$11,465 and V. MacDonald seconded.

Further Discussion: P. Wittmann agrees with the purchase due to the current situation at Mt. Major and also agrees that the policy of bidding needs to be followed in the future; other members of the Board voiced and agreed with

the same concerns mentioned. The sidewalk at the Village Store issue was brought forth and R. Wentworth took ownership of this issue. Noted was to make sure that all department heads be notified of following the Personnel Policy on the 5K bid process unless it is an emergency.

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

B. Holt, no	P. LaRochelle, yes	P. Wittmann, yes
V. MacDonald, yes	R. Wentworth, yes	

Announcements

Submission of Public Comments - Questions - Concerns

K. Roberts joined the meeting remotely via telephone. R. Wentworth read the following into the record:

April 30, 2020

Dear Mr. Shea,

In response to your email I wanted to give you a brief update on the status of Robert's Cove Road reconstruction process. A letter will be mailed out shortly notifying residents that the Highway Department will be in the area cutting back brush and marking trees for removal. The next step will be to send out Bids to have the Road Surveyed and the marked Trees Removed. This is for Phase 1 of Robert's Cove Road only, consisting of the south entrance of Robert's Cove (directly across from Quarry Road) to Greentops Campground.

If you should have any further questions or concerns, please do not hesitate to contact my office at 603-875-6808 or via email highway@alton.nh.gov.

We apologize for any inconvenience during this project. Please be safe during these trying times.

*Respectfully,
Ken Roberts
Highway Manager*

3. Highway Department - Collapsed wall abutting Harmony Park

K. Roberts informed the Board that a quote was received from the Wetlands Engineer in the amount of \$1,900 that would need to be approved by the Board. The reason the amount is so high is due to the fact that no wetland permit had been applied for in the past for anything on that parcel of land. The question for the Board is where you would want these funds to be taken from. P. LaRochelle noted that there is clearly an issue that water washed out the collapsed wall and doesn't understand why they couldn't be within the current permit for Harmony Park due to the conditions. The permitting process was discussed and explained. V. MacDonald asked why the Town would be pulling a permit to fix an illegal wall; the Town should not be fixing an illegal wall. R. Wentworth feels that the Town has an obligation to fix the wall as it was due to the Town's construction project that disturbed the property and should come out of the unanticipated expense, General Government line #4130-899. Again, it was reiterated that the Town should not be paying for a permit for an illegal wall. R. Wentworth stated it seems that the wall was not built the way it should be and appears that the water got redirected. K. Roberts could not say for sure that this is the case; it may have been for a long period of time. It appears that it has been leaning for quite some time. B. Holt feels that it should come out of the wall account. B. Holt further questioned the permit for Harmony Park project and asked who paid for that further questioning if GMI or Michie paid, then he requested a copy of that permitting expenditure; K. Roberts will provide the copy dated 6/26/17 for \$4,524.34. P. LaRochelle has photos from December that shows the wall intact. R. Wentworth feels before moving ahead with this project a letter should be sent to the property owner telling them what costs would be incurred by the Town for the permit and feels that we should not be paying. The Town will put the wall back "in kind" when they obtain the proper permitting. We will not deny or agree that the Town's retaining wall has washed out that wall especially when it was leaning before. It was intact in December when GMI left and what has happened over the winter with the various weather conditions is beyond the Town's control. L. Dionne recommends that before any work is done by

the Town a letter could be sent to the property owner letting them know of this procedure that was just outlined. In addition, it should be made known that the Town will not be responsible if anything happens to the wall down the road. The property owner should pay for the permitting. The Attorney should write this letter then be recorded with the deed. The permit would have to be signed by the landowner and would be replaced "in kind" on the permit.

R. Wentworth made a motion to have the homeowner pay for the permit to replace the wall "in kind", once approved the Town will replace as it was according to pictures dated in December that P. LaRochelle has and once the work is completed that the Town holds no liability for the wall going forward and the letter comes from the Town Attorney to the abutting property owner and P. Wittmann seconded.

Further discussion: L. Dionne questioned the \$1,900 permit fee coming from the land owner not from the Town's line item as previously suggested. R. Wentworth agreed then offered to donate the fabric, pipe and stone for the project. B. Holt would like to see all man hours and costs by the Town tracked for the project. In addition the motion stated "in kind" and if you add the fabric, pipe and stone then it is not technically done "in kind". K. Roberts stated that the work is done with a work order so that it will be tracked. P. LaRochelle offered to assist in order for the department to only use two (2) men.

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

B. Holt, no	P. LaRochelle, yes	P. Wittmann, yes
V. MacDonald, no	R. Wentworth, yes	

R. Wentworth thanked K. Roberts for the signage that has been placed in Town.

Appointments:

None

New Business (continued):

2. Emergency Management - Homeland Security Grant Application

Police Chief, Ryan Heath joined the meeting remotely by telephone. This grant is for the message Board signage. R. Heath explained that this is called an EMPG Grant. It is a matching grant; there are two (2) types of matches that can be done, a hard match which is cash out of the budget or a soft match which is work time and man hours that are put into the project. We are allowed to use all of the Emergency Managements time so that all of the EMT meetings that are taking place can be calculated into the equation. The grant is capped at 15K and the price range of the signs is 15K+. A quote was provided for \$15,695. The Town is preliminarily approved for the grant; we are not obligated to the contract, it is just agreeing to the terms if the Town moves forward. The purchase needs to be made then submitted back for reimbursement. The current sign has been rented and we made an agreement that if we move forward with the purchase then 50% of the rental costs would be reimbursed towards the new purchase; they have agreed to this and will put another \$350 if we move forward so the remaining would come out of the Emergency Management budget.

R. Wentworth made a motion to accept the terms of the Emergency Management Performance Grant as presented in the amount of \$15,000 to purchase an electronic message board. Furthermore, the Board acknowledges that the total cost of this project will be \$30,000, in which the Town will be responsible for a 50% match and authorizing L. Dionne, Town Administrator to sign all documents related to the grant and P. LaRochelle seconded.

Further Discussion: V. MacDonald questioned the motion and R. Heath clarified and further explained. B. Holt questioned applying for the grant and if it is received would we have to expend the funds. R. Heath explained that we don't have to receive anything unless we make a purchase, it is a reimbursement. P. Wittmann questioned if this would need to go out to bid. L. Dionne stated that this should be considered a specialty item.

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

R. Heath, Police Chief and his department were thanked for their services for handling things around Town.

3. Highway Department - Collapsed wall abutting Harmony Park

Moved to accommodate K. Roberts.

4. Levey Park Trustees - Application for Federal Grant

What was understood to be, Jonathan Downing joined the meeting remotely by telephone. An application for a federal grant was presented to the Board. There appeared to be a glitch with the phone connection; the caller was asked to hang up and call back in. Once the call comes back in he will be allowed to converse.

5. Cemeteries

V. MacDonald brought forward that there are more stones in the cemeteries that are falling over up on Cherry Valley Road which we maintain. This is a private cemetery and would be under the perpetual care. Currently, the Cemetery Sexton, J. Andersen cannot do the work by himself and with the current COVID19 situation he cannot do it safely. L. Dionne stated that estimates are being obtained from contractors to have the work done. R. Wentworth asked what the EMT policy is for department employees working together noting other departments work without a 6 foot social distancing. He wonders why this work cannot be done without hiring an outside contractor. This is part of the Sexton's job. L. Dionne offered to bring this issue to the EMT members at their next meeting. For the record, L. Dionne noted that the Sexton is a very good employee, is a hard worker and has high work ethics. He would not just try to get out of doing something. It was recommended to bring this to the EMT meeting then brought back to the next meeting.

At this time, the Levey Park Trustees - Application for Federal Grant was continued.

What was understood to be, Jonathan Downing rejoined the meeting remotely by telephone. No communication; the call was disconnected. L. Dionne was asked to contact J. Downing as the grant has a deadline of June 2019.

V. MacDonald asked the Chairman if they could just look through the grant application and do a conditional approval. R. Wentworth stated that they can. P. LaRochelle asked if there were a cost to the town. R. Wentworth stated there is not as long as all the requirements are met. R. Wentworth asked if L. Dionne had anything to add. She did not. R. Wentworth asked L. Dionne to contact J. Downing during the week and bring it back to the board. V. MacDonald stated that he would like to approve it tonight as it is an 80% grant with a 20% match for the trails systems. R. Wentworth asked who would be filling out the grant and L. Dionne stated she believes it will be the Levey Park Trustees. R. Wentworth stated that in the future that it should be filled out before it is brought to the board.

V. MacDonald made a motion to allow the Levey Park Trustees to fill out the grant for 80/20, 20% match and before the work is done on the Town trails the Board would like someone to come before the Board of Selectmen and let them know what they are going to do whether it is going to be changing of the trails subject to Parks and Recreation review and seconded by P. LaRochelle. B. Holt asked to clarify the motion. He asked if it was in reference to the grant being approved. V. MacDonald stated not for any of the expenditures but any work being done on the town trails.

The motion of the table was called. Roll Call vote:

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

6. Rumble Strips

V. MacDonald stated that he read the email and they are going by what the grade stakes are for stop and start. He would like K. Roberts to get in touch with the State and meet in reference to the strips still being set at the 90 (intersections). V. MacDonald stated that you will still have to cross them. He would like the State to open them up so you are not running over them pulling into or out of roads. R. Wentworth asked L. Dionne to have K. Roberts meet with the Project Engineer for the State. It was the consensus of the Board to have it done that way.

Old Business:

1. Parking at Mount Major Letter to NH DOT

R. Wentworth stated that this is the Board's official request to have no parking on the side of Route 11 on both sides and making it permanent. It is in front of the Board as a request from the Emergency Management Team and Board of Selectmen.

R. Wentworth made a motion to approve the letter to Mr. Alan Hanscom, District Engineer for the NH Department of Transportation, District 3 pertaining to no parking on Route 11 in the area Scenic View, Mount Major Parking /Mount Major Hiking Trails and towards the west end on Route 11D seconded by B. Holt. Roll Call vote:

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

Selectmen Reports

P. LaRochelle had nothing to report.

P. Wittmann had nothing to report.

B. Holt had nothing to report.

V. MacDonald had nothing to report.

R. Wentworth stated that he had two things from the EMT meeting today. Parking was discussed in the Bay. Police will be working with the people trying to teach them about Social Distancing and will be working with the restaurants. Picnic tables were brought up. They will still be taped off because the Town does not go down and disinfect them every time someone has sat on them. There will be a sign that they are not disinfected on a daily basis. He stated that the second thing is summer waterlines. It was discussed today. The seasonal waterlines that are on year-round water will be turned on this week. As of May 11, the East Side Drive which includes Route 28A will be turned on. On the following week of May 18, Route 11 side summer waterlines will be turned on. P. LaRochelle asked if he could have the public restrooms discussed at the next Emergency Management Meeting. B. Holt asked if Levey Park water will be turned on and R. Wentworth stated that it will not be turned on.

Town Administrator Report by L. Dionne

L. Dionne stated that she would like to get some dates from the Board for a workshop for the Shibley's dock. She needs some dates that she can give to the Town Attorney. B. Holt stated that he is pretty open. P. LaRochelle stated that he would prefer during the day and not in the evening. L. Dionne stated that it would be around 5:00 or 6:00. P. Wittmann states that 5:30 would be better. It was the consensus of the Board that Thursday, May 14th at 5:30 pm would be good. L. Dionne stated that she would like one more date in case the original date does not work for Attorney Sessler. The alternate date will be May 20th.

L. Dionne stated that she put a document at their seats titled "TA Report". The letter is asking for speaker Pelosi and Minority Leader McCarthy for robust funding for local government in the next COVID-19 response package due to revenue loss and to take action to ensure that small to mid-sized municipalities can access direct federal assistance. NH Municipal Association would send it to Washington DC on behalf of the various towns.

R. Wentworth made a motion to have L. Dionne sign the letter on behalf of the Town of Alton and seconded by B. Holt. Roll Call vote:

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

Approval of Minutes

April 27, 2020 - Regular

V. MacDonald made a motion to approve the minutes of the Regular Session, April 27, 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

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

Assessing Department:

Blind Exemption Application

Alice Matthewman	156 Roger St	Map 55 Lot 5	\$15,000.00
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All Vet Credit - Conversion of Ownership to Trust (Re-Approval of Existing Credit)

Robert Bergevin Trust	21 Sedlari Way	Map 10 Lot 16-3	\$750.00
Ingoldsby Family Trust	5 Southview Lane	Map 4 Lot 19-14	\$750.00

Current Use Enrollment Application

Prospect Forest Enterprises, LLC	Land Only, Valley Road	Map 3 Lot 23	N/A
Society for the Protection Of New Hampshire Forests	Land only, Mount Major Highway	Map 17 Lot 3-1 Map 54 Lot 2	N/A

Fire Department:

Dawson Cotreau, Pay Increase, Intern to EMT/Firefighter \$12.57 to \$15.36

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

None

Non-Public Session:

R. Wentworth moved at 7:51pm to enter into Nonpublic Session under RSA 91-A:3,II,(e). V. MacDonald seconded.

Roll call vote:

P. Wittmann - yes
R. Wentworth - yes

V. MacDonald - yes
R. Holt - yes

P. LaRochelle - yes
Roll call vote carried unanimously

P. Wittmann moved at 8:04pm to exit nonpublic session. R. Wentworth seconded. Roll call vote:

P. Wittmann - yes
R. Wentworth - yes

V. MacDonald - yes
R. Holt - yes

P. LaRochelle - yes
Roll call vote carried unanimously

R. Wentworth stated that at this time as has been the case for many weeks, there is no public Input allowed during the meetings. Those who wish to submit a question, comment, or concern may do so by telephoning the Selectmen's Office at 875-2113, emailing the Selectmen's Office at Selectmen@alton.nh.gov, or sending a letter through the U.S. Postal Service. Questions, comments and concerns will be read into the record at the next available meeting and the Selectmen will respond at that meeting if possible, or the next available meeting.

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
R. Wentworth - yes

V. MacDonald - yes
R. Holt - yes

P. LaRochelle - yes
Roll call vote carried unanimously

Adjournment

B. Holt made a motion to adjourn at 8:06 PM and P. Wittmann seconded. Roll call vote:

B. Holt, yes
V. MacDonald, yes

P. LaRochelle, yes
R. Wentworth, yes

P. Wittmann, yes

Respectfully submitted,

Mary K. Jarvis

Mary K. Jarvis
Recording Secretary