

Town of Alton
Board of Selectmen
May 7, 2012

Convene – 6:00 PM

R. Bailey, Town Administrator
M. DeCoff, Member
D. Hussey, Chairman
L. Carr, Vice Chair
P. Bolster, Member
(C. Johnson not present)

Pledge of Allegiance

Moment of Silence

Approval of Agenda

R. Bailey requested to add to New Business Item No. 6, Rotary Club Raffle. A copy was provided to the Board. This is their second request and R. Bailey would like to confirm that it is not a duplicate.

P. Bolster stated that these requests could be voted on yearly and they would not have to come in for every event. It is an option to allow for annual allowance. At the request of the Chairman, R. Bailey to look into further to see if NH state law allows for yearly approval. R. Bailey believes it is a town option. Discussion on raffles. M. DeCoff motioned to approve agenda as amended, seconded by L. Carr and passed all in favor.

Public Hearings – ZBA and Building Permit Fees

ZBA Fees – K. McWilliams

- Appeal of Administrative Decision Fee, recommending raising from \$60.00 to \$125.00.
- Special Exception Fee, recommending raising from \$60.00 to \$125.00
- Variance Fee, recommending raising from \$60.00 to \$125.00.
- Equitable Waiver of Dimensional Fee, recommending raising from \$60.00 to \$125.00.

Intent of raising fees is to cover more of the administrative time and expense in the processing of the applications. A survey was done on the communities around the lake and Alton is in the middle, some are higher and some are lower. Discussion of fees and processing. The last adjustment of base fees was about 9 or more years ago.

L. Carr motioned to accept increases of Appeal of Administrative Fee for \$125.00, Special Exception Fee for \$125.00, Variance Fee, for \$125.00, Equitable Waiver of Dimension Fee, for \$125.00, seconded by M. DeCoff, all in favor.

Building Permit Fees – J. Dever

Last update of fees was in 2003. Construction is done by square foot.

- Residential construction that is under 4000 square feet will be .28 per square foot
- Commercial and residential construction over 4,000 square feet will be .35 per square foot.
- Foundations will be .10 per square foot.
- All commercial will be .35 regardless of square footage.
A separate line will be provided for each for clarity.
- Open Structures - decks, porches, etc., .10 square foot
- Enclosed Structures - garages, boathouses, etc., .15 square foot.
- Remodeling, .21 square foot
- Cell Tower Co-locations 20.00 permit feet (requires separate Electrical permit)
- Administration fee of \$30.00 added to each permit
- Building Permit Expiration, renewal fee of 10% of original permit or \$30.00, (whichever is greater)
- Gas Fitting - \$40.00
- Electrical Permit - \$40.00 minimum. \$20.00 per 100 amps of service over 200 amps
- Plumbing Permits - \$40.00 minimum, \$20.00 per bathroom over 2 (based on number of toilets in house).
- Well Permit - \$25.00

- Septic Permit - \$25.00
- Certificate of Occupancy (C/O) - \$50.00
- Temporary C/O \$30.00
- Permanent Sign Permit - \$50.00
- Temporary Sign Permit - \$25.00
- Demolition Permit - \$50.00
- Re-inspection Fee - \$50.00

Discussion of proposed fee adjustment and various building scenarios

Administration Fee of \$30.00 applies only to building permits. The Chairman requested that the Administrative Fee be placed in parenthesis to note that it applies to building permits only. Discussion on foundations, gravel vs. concrete floors. Discussion continued on remodeling and determination of square footage.

Mr. Dever provided the board with information regarding a series of increasing penalties for people working without permits. Incentive for people not to start work without a permit was discussed. First offense would be an added \$50.00, second offense \$100.00 and third offense \$250.00. Licensed personnel, plumbers, electricians, gas fitters, etc. after the first offense and if a second offense occurs, they will also be reported to the State Board of Licensing. Fines for houses not properly marked are under the 911 policy. R. Bailey stated there is a separate ordinance on 911 and it contains fines. Fines can be initiated by any department and are enforced by the Police Department.

Discussion on first offense, second offense, and third offense and the variety of options, which are available.

D. Hussey motioned to accept all of the Alton building fees as presented along with the Alton fines as presented and, seconded by L. Carr, and passed all in favor

Public Hearing closed

Announcements

Memorial Day Ceremony – Monument Square

Monday May 28, 10:00 am in front of town hall. The Town Administrator needs to know who will be marching so the Legion can be notified. This information is needed by this week.

Transfer Station Regulations

R. Bailey provided the Selectmen with an updated brochure for the transfer station regulations showing all 4 categories of C&D. Category 1 is clean recyclable that will go to a separate facility, Category 2, multi-waste, Category 3, shingles and Category 4, metal. Chairman recommended clarification of additional fees. Discussion on the various categories.

Household hazardous waste disposal is twice a year in Alton and six times a year in Wolfeboro. Also added a reminder that residents must have a sticker and all vehicles must stop at the trailer so they can check the load and materials. No minor children under the age of 10 are allowed out of the vehicle.

The Board requested a clearer description for materials accepted and not accepted for Category 1 container. R.

Bailey stated minor changes will be made and copies will be handed out.

R. Bailey informed the Board that S. Simon has requested basic rules for the swap shop.

Selectmen Committee Reports

P. Bolster wants to thank the newspaper reporter on getting an article in the newspaper notifying people that under the new arrangement, Lakes Region Public Access is assigning a particular prime time slot to each of the six towns that are paying money towards the operation of LRPA that will be targeted to the particular towns. Eventually there should be a couple of more channels. Alton Board of Selectmen meetings are on Thursday's 7:00 pm – 9:30 pm

This past Saturday ninth and tenth grade students from the high school and the Rotary Club picked up debris on the trails and behind the police station. The right of way for the trail has been cleared.

M. DeCoff informed the Board that the Budget Committee meeting is May 10th. There are 3 applicants to review for the open position

Also, on May 8, 4:30 – 5:30 there is a question and answer session with the superintendents at the Alton Central School

L. Carr has been updated on Household Hazardous Waste with information provided by R. Bailey.

D. Hussey informed the Board that the Planning Board met and went over the site plan changes and public hearing and was approved.

Selectmen Committee Reports

Town Administrator Report & Updates

- Annual agreement with Lakes Region Public Access Television is the same agreement as in prior years. The current fee is \$14,127.75 and R. Bailey is requesting approval to sign.
- Lakes Region Planning has been working on the Route 140 corridor for Gilmanton, Northfield and Belmont. Alton was not included in study. We are recommending that the Alton corridor be included. The study is looking at safety and the future of the highway. A note from LRP to K. McWilliams stated that the purpose of the study is to look at accidents, data traffic counts, to project traffic in the corridor, planning and design for safety improvements. K. McWilliams and K. Roberts both recommend we participate and there are no costs to the town, as we are part of the Lakes Region Planning Commission. R. Bailey is also recommending that it be authorized and that K. McWilliams be the town representative. So moved by D. Hussey, seconded by M. DeCoff.

Discussion on the purpose of the study. R. Bailey noted that the Town Planner and Town Highway Agent recommend it. All in favor with the exception of L. Carr, abstained (opposed)

- K. Roberts and the contractor met today at Places Mill and there is a delay because of rain. Estimated 3-4 days to complete once work begins. The Road will not be closed completely but it will be reduced to a single lane.
- R. Bailey provided the BOS with a copy of a planning grant K. McWilliams came up with. It was provided to the BOS for review and will be discussed further with K. McWilliams at a later date.
- R. Bailey provided a draft of the sidewalk bid. It will be bid in three sections. The draft presented relates only to the curbing. The asphalt and concrete will be a separate bid. We will act as our own general contractor and our town crew will do all the prep work. Along with the bid will be the Tax map that was previously approved that we will make as usable as possible for the bidders.

The Town will be putting in the ledge pack and bringing it to grade. Discussion of the curbing and the paving. Estimated \$20,000 to \$24,000 for curbing. One company will do curbing and one company will do either concrete or asphalt depending on what is approved. R. Bailey requested that if there are no objections he would like to put it out for bid. So moved by D. Hussey seconded by M. DeCoff and passed all in favor.

Approval of Selectmen's Minutes

1. **April 16, 2012, Public Session I** - L. Carr motioned to accept the April 16, 2012 Public Session I minutes with the following amendment: Amend Page 3, No. 2, second to last line, bird bath should read low spot in the pavement next to the Cemetery, seconded by M. DeCoff, passed all in favor.
April 16, 2012 Public Session II - L. Carr motioned to accept the April 16, 2012 Public Session II minutes as presented, seconded by D. Hussey, passed all in favor.
2. **April 16, 2012 (Sealed) Non-Public Session** - L. Carr motioned to accept the April 16, 2012 Non-Public Session minutes as presented and open No. 1, No. 2, No. 3, No. 4 (if all have been notified, R. Bailey confirmed all parties have been notified). No. 5 to be discussed by Board. Open No. 8 and No. 10. Decision of the Board that No. 5 to remain sealed, seconded by M. DeCoff, passed all in favor.
3. **April 17, 2012 (Sealed) Non-Public workshop Session** - L. Carr motioned to approve the April 17, 2012 Non Public Session minutes as presented releasing none. Seconded by D. Hussey, passed all in favor

4. **April 17, 2012 Public Workshop Session I** - L. Carr motioned to approve the April 17, 2012 Public Workshop Session I minutes as presented, seconded by M. DeCoff, passed all in favor.
5. **April 19, 2012 Public Workshop I** - L. Carr motioned to approve the April 19, 2012 Public Workshop I minutes as presented, seconded by M. DeCoff, passed in favor, with one abstention (D. Hussey)
L. Carr motioned to approve Non-Public Work session minutes of April 19, 2012 (Sealed) Non-Public Session, opening No. 1, seconded by M. DeCoff, passed all in favor.
6. **April 19, 2012 Public Session II** - L. Carr motioned to approve Public Session II minutes of April 19, 2012 as presented, seconded by M. DeCoff, passed all in favor
7. L. Carr motioned to leave minutes of April 5, 2012 tabled, seconded by D. Hussey, passed all in favor
L. Carr motioned to approve Non-Public Work session minutes of April 5, 2012 as presented not releasing any items, seconded by P. Bolster, passed all in favor
April 5, 2012 Public Session II – L. Carr motioned to approve April 5, 2012 Public Session II minutes as presented, seconded by P. Bolster, passed all in favor.

Public Input I

S. Miller asked about the ZBA Fee changes and was informed that it was already presented.

Public input Closed

Old Business

1. **Highway Reconstruction Status**
Discussion on how much work has been completed. Cost is up to \$340,000.00. Paving has been done on Acorn Rd., Coffin Brook, Haven Rd., New Durham Rd and Rollins Rd. Next public hearing is for Rand Hill Road and Spring Street, June 4th.
2. **Rand Hill Culvert Draft Bid**
R. Bailey informed the Board that the engineer has prepared a bid document and it is recommended that it be done in 2 parts. We will bid out the actual box culvert then have another company excavate the old drainage/culvert and put in new one. R. Bailey stated we would like to put this out to bid. Motion by P. Bolster to approve, seconded by M. DeCoff. Discussion on why work isn't being done after Labor Day and on road closure and detours. Passed all in favor
3. **Driveway Waiver Request**
Two-driveway access on Smith Point Road. A walk through has not yet completed. Policy states if you have frontage of over 500 feet a waiver is not required and it is allowed. L. Carr and D. Hussey will make a site visit on May 8, 2012. Tabled until site visit.

New Business

1. **Vote to approve land use items as recommended by the Town Assessor**
R. Bailey presented the Board with a new sheet containing a minor changes, 4A
L. Carr moved to approve Assessors recommendation for the 2011 Abatements, 2012 Current Use, 2011 Gravel Warrant, 2011 Timber Warrant, 2011 Timber Warrant, Land Use Change Tax, 2009-2011 Administrative Abatements, 2011 Administrative Abatements, and 2012 Administrative Abatements as presented, seconded by P. Bolster, passed all in favor.
2. **Fund Balance Policy – GASB**
Under GASB and our town auditors brought up that we need to have a written policy. This is a generic. It shows different fund balances and shows minimum amount and we should have between 5 and 17%. We are running around 9%. A vote is needed to approve and R. Bailey will provide a copy for signature. P. Bolster motioned to approve, seconded by M. DeCoff, passed all in favor.
3. **No. Medford Racing Club Re: Special Event Request**
Annual relay race held by the Bay in September. Race has been held for the past 9 years. M. DeCoff motioned to approve and authorize R. Bailey to sign permit, seconded by D. Hussey, passed all in favor.

4. White Mountain Kettle Corn Request – Already approved permit and they are requesting additional days, Memorial Day Weekend. They pay a flat fee of \$1,000.00 can have up to 30 days. When they are approved they are approved for certain dates. D. Hussey motioned to approve White Mountain Kettle Corn's request for Memorial Day weekend space, seconded by M. DeCoff, passed all in favor
5. American Legion – Memorial Day parade permit. D. Hussey motioned to approved the American Legion parade permit and signed by the Chairman, seconded by M. DeCoff, passed all in favor.
6. Rotary Club Raffle – Fundraiser at Jay's Mini Golf on June 16th. Requesting a permit for a 50/50 raffle. Discussion on requesting permits and raffles. R. Bailey stated by state law you have to permit a raffle. L. Carr motioned to approve Rotary Club Raffle, seconded by M. DeCoff, passed all in favor.

Add to agenda at a later date regarding yearly approvals for raffles.

Public input II closed

Vote to Enter Non-Public Session – At 7:10 pm the Chairman motioned to enter into Non-Public Session, pursuant to RSA91-A;3,II (a) personnel, (c) character/reputation and (e) claims and litigation, the motion was seconded by L. Carr and Chairman Hussey polled the members who each voted in the affirmative and the motion carried.

Respectfully submitted,

Peggy Hawksley

ALTON BOARD OF SELECTMEN

Minutes Approved: May 21, 2012