

ALTON BOARD OF SELECTMEN
Minutes
May 18, 2020
Approved – June 1, 2020

Chairman R. Wentworth convened the meeting at 6:01 PM and 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. There continues to be no Public Input at this time. If you wish to have something read into the record, please call the Selectmen's Office at 603-875-2113 or 603-875-0229 or email the Selectmen at selectmen@alton.nh.gov, or mail a letter to the Board of Selectmen at PO Box 659, Alton, NH 03809. Your comments, questions or concerns will be read at the next available meeting and answered at that meeting or the next available meeting.

Agenda Approval

R. Wentworth requested to amend the agenda adding a Public Comment that came in for submission from Richard Shea stating that a section would be added for Public Comment Submission and B. Holt requested adding #6 under New Business, Right-to-Know Requests and V. MacDonald seconded. Roll call vote:

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

At this time, P. Wittmann requested to add two (2) items to Old Business, #2 Public Input Policy and #3 Public Access to Remote Meetings and P. LaRochelle seconded. Roll call vote:

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

Public Correspondence

R. Wentworth read the following into the record from Richard Shea:

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

*Richard Shea
84 Roberts Cove Rd
Alton NH*

5/18/20

I was very appreciative of the response I received from Highway Dept Manager Ken Roberts regarding the status of Roberts Cove Road reconstruction. He provided the information I requested promptly and completely.

I have two further requests to make of the Board. First, would it be possible to post the meeting recordings within a short time after the meetings? I don't know what's involved, but for citizens following town government activities, a prompt posting would be helpful. Second, would the Board consider receiving and reviewing a brief status report, perhaps on a monthly basis, of the various road reconstruction projects planned or underway? Often there is a good deal of preliminary work being done of which the public is unaware. Anything you can do in regard to either request would be much appreciated.

Thank you.
Richard Shea

R. Wentworth noted that in review and discussion with the Town Administrator the staff is working and doing the best that they can to get the minutes ready so that they can be placed on the website. Mr. Roberts has been keeping the Board informed on Road Reconstruction. There is a possibility that he can come in once a month to give the Board an update or send a report. B. Holt questioned the process of how the minutes are now being created in the absence of the recording secretary; R. Wentworth clarified.

Announcements

- Town Offices will be closed on Monday, May 25th in observance of Memorial Day
- Submission of Public Comments - Questions - Concerns

Appointments:

None

New Business:

1. Code Official - Handicap Accessibility Improvements to Town Hall Bathrooms

A memo was provided to the Board in reference to upgrading the restrooms in the Town Hall to become handicap accessible. Improvements have been made to several Town buildings in the past with J. Dever, Code Officer recommending that the same be done in the Town Hall. At this time, J. Dever joined the meeting remotely by telephone. It was noted that this is not the time for additional people to be in the Town Hall due to the current COVID situation. J. Dever should look at this and make recommendations so that it can be presented to the Trustee of Trust Funds. It is R. Wentworth's understanding that the Clough-Morrill Trust Fund would not pay for this. J. Dever feels that it would be a benefit to upgrade the bathrooms as the Town Hall is one of the most used buildings within the Town. The Board agreed to have J. Dever to investigate the handicap accessibility for the Town Hall restrooms and report back to the Board the recommendations and for L. Dionne to touch base with the Trustees of Trust Funds to see if this can be paid for out of the Clough-Morrill Trust Fund.

R. Wentworth made a motion to allow J. Dever to investigate the handicap accessibility improvements for the Town Hall restrooms and have L. Dionne contact the Trustee of Trust Funds as discussed and B. Holt seconded. Roll call vote:

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

2. Code Official - Board of Health - Septic Waivers and Exemptions

J. Dever stayed on the line remotely for discussion. R. Wentworth stated that in the past all Septic Waivers and Exemptions are normally reviewed by the Board of Selectmen. J. Dever is suggesting that during the current COVID situation and the present restrictions that he review and decide whether or not to grant Town waivers and Exemptions. The Board would still be provided the information, as usual and feels that this would better serve all parties involved. Once the restrictions return to normal we will revert back to normal practices. V. MacDonald has an issue with this; J. Dever can provide them as usual. The Board would like to see them a couple of days in advance for review and if a Board member has a problem they can contact him directly; J. Dever has no problem with this. If a denial was issued and the submitter was not happy with the decision they could appeal to the board of Health.

R. Wentworth made a motion to allow the Code Official to approve or deny the Board of Health, Septic Waivers and Exemptions giving him this authority through the Pandemic and P. LaRochelle seconded. Roll call vote:

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

3. Levey Park Tree Discussion

A letter was received from the Levey Park Trustees. Trustee Nancy Downing visited R. Wentworth voicing her opinion that she 100% feels that the trees are in the State ROW noting the boundary marker locations. L. Dionne will be reaching out to the State DOT talking with the District Engineers to discuss. The boundaries were discussed. L. Dionne stated that K. Roberts is having the tree company that the Town uses come out to give us an estimate for the removal of the trees. It was discussed that NH Electric Coop could get involved as well since the trees could possibly take out the power lines. R. Wentworth instructed L. Dionne to contact NHEC and talk to them about it. K. Roberts is to look to see if he can find the boundary lines.

4. Highway Department - Bid Award for Tree Removal - Tom Road and Valley Road

K. Roberts, continued remotely on the line, presented his recommendation for the tree removal on Tom Road and Valley Road. He stated Urban Tree was the lowest bidder. He has worked with them in the past and has a concern with scheduling. He is making a recommendation for ArborTech. He stated that they have a very good working relationship and show up on time when they are supposed to be while doing a quick cleanup job. V. MacDonald stated that the other company did not make deadlines and didn't show up when promised. P. LaRochelle asked why it is the same price for 13 trees on one road and 31 trees on the other. K. Roberts stated that the trees on Tom Road are complicated because they are all on wires so it will be crane lifts and crane drops. B. Holt asked if the recommendation is because of the time frame. K. Roberts stated that it is not just because of the time frame but also we had previous experience with the other company and were unsatisfied with timing as well as workmanship.

P. LaRochelle made a motion to approve the tree removal bid for Tom Road and Valley Road to ArborTech, 8 Tannery Road, Gilford, NH based on the recommendation. V. MacDonald asked if the insurance was enough. L. Dionne stated that it was. V. MacDonald seconded. Roll Call vote:

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

5. Public Boat Launch Ramp Discussion - Selectman V. MacDonald

R. Wentworth asked K. Roberts to stay on the line. K. Roberts stated that he wanted to call Stony Ridge Environmental but did not have time. He wanted to see what the wetlands permitting would be to reinforce the lower part of the ramp. V. MacDonald stated that there is a big hole at the end of the boat ramp. K. Roberts stated the he knew about it but has not looked at it. V. MacDonald stated that the problem is that it drops off 3 1/2 feet at the end of the ramp and trailers get hung up this bends the axels. Discussion ensued. K. Roberts believes that an underwater survey would need to be done in order to see what is there. P. LaRochelle stated the he is a certified diver and would be willing to help. R. Wentworth asked if K. Roberts, V. MacDonald, and P. LaRochelle if they would be willing to work on this together. They all agreed.

6. Right- to-Know Discussion

B. Holt stated that he was curious about the Right-to-Know forms. He asked if the Board of Selectmen receive the correspondence that goes back to the requestor. R. Wentworth stated that there is a reading file in the Selectmen's Office that included all incoming and outgoing correspondence.

Old Business:

1. Harmony Park Wall Discussion - Selectman P. LaRochelle

P. LaRochelle asked where K. Roberts was with the estimates for the fence. K. Roberts stated that he tried to get an additional quote but he hasn't received it yet. He stated that if the Board wants to continue with this that it should go out to bid with specifications because it will be over \$5,000.00. He believes it could cost as much as \$18,000.00. P. LaRochelle asked if it included returning the block and re-stocking fee. K. Roberts stated that it does. V. MacDonald stated that he would like them to just finish the original job and see how it looks. K. Roberts agrees with him. He thinks if the Board feels it should change then put it back out to vote and see if the town's people will approve it. R. Wentworth asked how this would affect the collapsed retaining wall next to it. K. Roberts stated that it will more than likely be installed by the highway crew as it was with no guarantees. R. Wentworth asked if GMI had any responsibility for the wall collapse. K. Roberts stated that the run off came from Route 28A. He stated that he can't guarantee exactly what happened. B. Holt has concerns with the washout on private property. He feels it is not the Town's responsibility. He is concerned with how much money is left to finish this project. L. Dionne stated the collapsed wall legal opinion will be at the next meeting.

P. LaRochelle made a motion to lift the stop work order on GMI and have K. Roberts and L. Dionne contact them to get this project back on track and get it finished the way it was originally proposed and engineered seconded by V. MacDonald. Roll Call Vote:

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

2. Public Input Policy

P. Wittmann stated that he had a constituent contact him and say we cannot even during the pandemic stop live public input. He was wondering if Attorney Sessler needed to look at that. R. Wentworth stated that the Selectmen have control over their meetings whether to allow or not allow public input. He stated that public input has not been stopped. It can be sent via mail, email, or phone call. L. Dionne stated that 2 months ago the Board of Selectmen voted to temporarily suspend the public participation policy and was approved unanimously.

3. Public Access to Public Meetings

P. Wittmann stated that he has a constituent whose connection is not clear when they are on Zoom. L. Dionne would like for anyone calling in on one of the three numbers; they are welcome to submit their telephone bill for that call and the Town would be happy to reimburse them for that call. Several options were discussed for teleconferencing.

Selectmen Reports

B. Holt had nothing to report.

P. Wittmann had nothing to report.

P. LaRochelle had nothing to report.

V. MacDonald wanted to thank J. Monaco because the Planning Board meeting went well.

R. Wentworth gave a few highlights on the Emergency Management meeting that the team decided to wait until Friday and see what the Governor's new plan is going to be before making any more changes to the directives that the team has handed out throughout the community. Porta-Potties were put down in the bay and two of them have been moved to the other side of the restrooms because of the odor.

Town Administrator Report by L. Dionne

L. Dionne presented the revenue report. She asked if there were any questions on the reports that they received today. L. Parker joined the meeting remotely by telephone. V. MacDonald asked what was collected. L. Parker explained.

L. Dionne stated that she spoke to two different people at DOT one in Concord and one in Gilford about the sidewalk in front of the Alton Village Store. She said they both said the same thing. They would not be able to

share any of the expenses for the repairs. Their funds are specifically designated. R. Wentworth said that K. Roberts went and outlined the area and asked if he received any estimates on it yet. L. Dionne stated she has not seen a cost on it yet. K. Roberts joined the meeting again. He stated that GMI does have a proposal for a total cost of \$8,879.75. L. Dionne stated that there is another possibility which is the Municipal Aid that we are supposed to receive this year. V. MacDonald asked if it could come out of the Capital Reserve for the sidewalks. K. Roberts will check with GMI as to when they are able to schedule it.

V. MacDonald made a motion to allow L. Dionne to get the paperwork from K. Roberts and allow K. Roberts to set up the project at Ginny Park for \$10,000.00 with GMI to grind the sidewalk and escrow the money seconded by P. LaRochelle. B. Holt stated that he has a problem with voting in favor of that without a written proposal in front of him. He is in favor of doing it but this is the first he had heard of it. Roll Call Vote:

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

L. Dionne asked K. Roberts about the Rumble Strip Guidelines. K. Roberts stated that he has it in hand and will have it to Town Hall tomorrow.

L. Dionne stated that they just received the State's Draft Rumble Strip Guidelines. K. Roberts explained the guidelines. He asked for a consensus of the Board to have L. Dionne put a letter together on behalf of the Board for Mike Dugas that our suggestion is 50 feet from the end of aprons. He stated that he would create a letter as well. It was the consensus of the Board to send the letter.

L. Dionne explained about the Milfoil chemical. The areas that will be treated will have standard signage to warn people about the herbicide being used. No beaches need to be closed. K. Troendle remotely joined the meeting by telephone. She was asked if the company will be doing the treatment during the July 4th weekend. She stated that it has been noted with the company.

L. Dionne stated that the Board has a motion at their seat. She asked them not to go by the motion in their binders because it has been amended.

V. MacDonald made a motion to approve the acceptance the Municipality Relief Fund known as GOFERR held by the State of NH up to a maximum of \$126,040 and to also approve the acceptance of the Emergency Responder Stipend Program (Hazardous Pay) in the amount of \$61,928.57 (\$26,928.57 for the Fire Department First Responders and \$34,800.00 for the Police Department First Responders) and seconded by P. LaRochelle.

Further Discussion: V. MacDonald asked if the amounts are all that we are using. L. Dionne stated there may be another wave of the CARES Act down the road; it is hard to tell. Discussion ensued.

The motion on the table was called. Roll Call Vote:

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

L. Dionne stated that there is an email at their seats from the Solid Waste Superintendent in regards to the recycling of cardboard. The recycling revenues have skyrocketed recently and the Superintendent is recommending that the Selectmen reinstate the recycling of cardboard. The Superintendent stated that his employees have the proper PPE and training. R. Wentworth stated that a week and a half notice should be given to the town's people.

V. MacDonald made a motion to let the Solid Waste Superintendent restart recycling cardboard and put up a sign to tell the public that it will start on May 29, 2020 seconded by B. Holt. Roll Call Vote:

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

L. Dionne presented a map for Mr. Bell and the Farmer's Market in the bay. Discussion ensued about the current policy. The Board decided to wait 2 weeks to make a decision.

L. Dionne informed the Board that one of our Police officers had submitted her resignation; Officer Guest, her last day would be June 6, 2020.

L. Dionne brought forward the Levey Park Grant. She stated that their previous motion involved the Trustees getting the permission from the Parks and Recreation Commission but they are not meeting at this time. She asked if the conditions could be removed for the time being.

P. LaRochelle made a motion to remove the condition of the Parks and Recreation reviewing the grant, for now, on the application and seconded by B. Holt. Roll Call Vote:

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

Approval of Minutes

May 4, 2020 - Regular

V. MacDonald made a motion to approve the minutes of the Regular Session, May 4, 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	

May 4, 2020 - Non-Public

B. Holt made a motion to approve the minutes of the Non-Public Session, May 4, 2020 as presented releasing none 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

P. LaRochelle made a motion to approve the Consent Agenda as submitted on May 18, 2020 and B. Holt seconded. Roll call vote:

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

1. Land Use Items.

All Vet Credit

Cooper, Todd, 1300 Mount Major Highway, 17-28, \$750.00

Disability Exemption

Cooper, Lisa, 1300 Mount Major Highway, 17-28, \$0.00

Excavation Tax

Williams, Penny & Scott, Frank C Gilman Highway, 8-3-2, \$71.00

Current Use Application (A-10)

Kennedy, Bruce & Victoria, 597 Avery Hill Road, 7-4, N/A

Excavation Intent

Green Oak Realty Dev LLC, Suncook Valley Road, 5-72, N/A

LUCT Abatement

Hertel, Van E, L/O Miramichie Road, 15-9-3, \$6,519.50

LUCT A-% & Warrant

Hertel, Van E, L/O Miramichie Road, 15-9-3, \$960.00

Abatements for Town Owned Properties

Town of Alton, 171 Main St, 29-44, \$1,399.00

Town of Alton, L/O Ridge Rd, 15-15, \$449.00

Town of Alton, L/O Main St, 29-37, \$34.00

Town of Alton, L/O Main St, 29-39-1, \$85.00

2. Parks & Recreation Commission.

Elizabeth Shelton, Re-appointment, Commissioner position (Full position), exp-03/31/23.

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

None

Non-Public Session:

R. Wentworth moved at 8:23pm 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	<u>Roll call vote carried unanimously</u>

R. Holt moved at 8:34pm to exit nonpublic session. R. Wentworth seconded. Roll call vote:

P. Wittmann - yes	V. MacDonald - yes
P. LaRochelle - yes	R. Wentworth - yes
R. Holt - yes	<u>Roll call vote carried unanimously</u>

R. Wentworth moved to "not divulge" the minutes because divulgence of the information would render the proposed action of the board ineffective. R. Holt seconded. Roll call vote:

P. Wittmann - yes	V. MacDonald - yes
P. LaRochelle - yes	R. Wentworth - yes
R. Holt - yes	<u>Roll call vote carried unanimously</u>

Adjournment

P. LaRochelle moved at 8:35pm to adjourn. P. Wittmann seconded. Motion carried. 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