

ALTON BOARD OF SELECTMEN  
Minutes  
June 6, 2022  
6:00 PM  
*(Approved - June 27, 2022)*

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Chairman B. Mitchell convened the meeting at 6:00 PM.

B. Mitchell led the assembly in the Pledge of Allegiance to the Flag and a Moment of Silence. The following staff members were present:

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Brock Mitchell, Chairman  
Paul LaRochelle, Vice-Chairman  
Reuben Wentworth, Selectman  
Bob Holt, Selectman, Selectman  
Andrew Morse, Selectmen  
Ryan Heath, Town Administrator

Agenda Approval

P. LaRochelle made a motion to approve the agenda and add #6 under New Business - Harmony Park and R. Wentworth seconded with all in favor of the motion.

Announcements

- The Public Participation Policy applies to all Selectmen meetings. A copy of it is on the back of each agenda, posted in this meeting room, and on our website.
- The Town Clerk/ Tax Collector's Office will be closed on Wednesday, June 8, 2022 to attend the Lakes Region Town Clerk Spring Workshop

Public Input I (limited to 3 minutes per person on agenda items only)

None

Appointments

None

New Business

1. Planning Department - CIP Committee Creation

R. Heath stated that this is a housekeeping item. When the CIP Committee was created, it wasn't created according to State RSA. The statute authorizes the Board of Selectmen, where the Planning Board has adopted a Master Plan, to authorize the Planning Board to prepare and amend capital improvement projects. When it was created, it was done more informally. Where one Board member who was a Planning Board representative had communicated that to the Planning Board instead of a vote taken by the Governing Body itself to establish the committee. The Planner is asking that a vote be taken by the Board of Selectmen that a motion be presented to re-appoint said committee and to re-adopt their CIP procedures and handbook and authorizing the Planning Board to do such. R. Wentworth stated that the CIP went by the wayside for quite a few years. The Selectmen and Planning Board did not feel they needed it anymore. In 2016 there was conversation in getting it back and enacted. It was never really dissolved.

R. Wentworth made a motion to authorize the Alton Planning Board to appoint a CIP Committee. Since the Planning Board did not have prior authorization to appoint such a Committee, at the Board's June 21<sup>st</sup> meeting, if the Selectmen make the motion, a recommendation will be presented to re-appoint said Committee and to re-adopt their CIP Policy and Procedures Handbook and P. LaRochelle seconded with all in favor of the motion.

2. Pole Petition - DOT 3 Street/ Route 28

R. Wentworth made a motion to approve the Pole Petition approved by NH DOT Number 1962-03-2466 Route 28 and B. Holt seconded with all in favor of the motion.

3. Tax Collector/ Town Clerk - Delegation of Deposit Authority

R. Heath stated this runs through the Town Clerk. We have a newly elected Town Clerk. The Board needs to authorize the Delegation of Deposit for the new Town Clerk and Deputy.

B. Holt made a motion to Delegate deposits and R. Wentworth seconded with all in favor of the motion.

4. Water Bandstand - New Hampshire Pewter - Purchase Approval

R. Heath stated that an invoice was received from the Water Bandstand Committee to purchase some pewter custom ornaments. They are asking to expend from that fund. P. LaRochelle stated that it looks like a Christmas ornament with the Water Bandstand in the center of it. They want 200 pieces. They are going to sell them. R. Heath stated that he understands that the proceeds are going back into the Water Bandstand Escrow Account.

B. Holt made a motion to accept the purchase from New Hampshire Pewter in the amount of \$1,350.00 (50% of the purchase price) for the Water Bandstand and B. Mitchell seconded with all in favor of the motion.

5. Public Works Department - Request for Waiver to Purchasing Policy

S. Kinmond, Public Works Director and C. Mitchell, Assistant Public Work Director approached the table. S. Kinmond stated that this is for asphalt rubber chip seal on a few roads. There is really only one company that comes into this area to perform this service. They are not currently on the State Bid List. All of the roads listed with the exception of Swan Lake Road are going to receive a leveling course of asphalt prior to receiving the asphalt chip seal. R. Wentworth stated that he has no problem with this and thinks it's a great idea. B. Mitchell stated that he likes to see that there is a lot more road maintenance going on. This will prolong stuff that we already have. S. Kinmond will send out information for the website and to the Town Administrator that talks about the process.

R. Wentworth made a motion to waive the purchasing policy for the public bidding for the Asphalt Rubber Chip Seal treatment and award the contract to All States Construction in Sutherland, MA in the amount of \$16,211.63 plus the 3% contingency for NH DOT asphalt escalator and B. Mitchell seconded with all in favor of the motion.

6. Harmony Park

P. LaRochelle stated that the last couple of weekends there have been a lot of people diving off the wall, jumping off the wall, climbing up the wall, standing, sitting, fishing off the wall. We need to think about what we can do. Maybe we watch it a little more or think about a sign. B. Mitchell asked if we can put up the No diving, No jumping signs. B. Holt stated that a sign is great but signs just don't work. He stated that originally they talked about a fence and that was squashed. Various options were discussed. R. Wentworth stated that signs do need to be put up. We should direct the Parks & Rec Department and the Town Administrator to put signs up. Start enforcing it.

P. LaRochelle made a motion to as soon as we can put some signage of "No Swimming and No Diving" and "No Walking on the Wall" at Harmony Park and R. Wentworth seconded with all in favor of the motion.

Old Business

1. Public Works Department - Roberts Cove Road Basin Culvert Replacement Bid - Award

S. Kinmond and C. Mitchell remained at the table. S. Kinmond stated that they had one bidder for the Design Build for the basin/ culvert replacement on Roberts Cove Road. It was the same bidder that they had for Loon Cove Road. The bidder is prepared to start the project without payment at this time. It would be until the project is complete. He feels that there is no need for a performance bond. The work can be completed in two weeks' time. So there would be no disruption to the neighborhood.

B. Holt made a motion to approve the Roberts Cove Culvert as presented through MA Bean Associates with a total bid \$179,000.00 plus a 4% contingency and waiving the bond and A. Morse seconded with all in favor of the motion.

2. Public Works Department - 2021-2022 Winter Maintenance Summary

S. Kinmond and C. Mitchell remained at the table. S. Kinmond stated that this is an overview and summary of the Winter Operations. There is potential savings based upon the changes in operations. He highlighted areas where there were savings. He did state that every winter is different.

3. Public Works Department - Expenditure from New Riverside Cemetery II Non-Lapsing Project Account - Request

S. Kinmond and C. Mitchell remained at the table. S. Kinmond stated that he has an updated memo. He added hydro seeding. It will be used on the upper slopes. It will stabilize the slopes. It will include a combination of annual and perennial wildflowers. That is not an area that can be weed whacked or mowed. He stated that he will leave it up to the Board as to whether or not it is a withdrawal that fits the criteria of the Warrant Article from 2019 for the New Riverside Engineering. If they feel it does not

than possibly to come from the Perpetual Care Trust Fund. B. Holt stated that if you read the Warrant Article it spells out Engineering. B. Holt asked if we could get a legal opinion on the wording of the Warrant Article. R. Wentworth stated that it can be taken out of the Perpetual Care Trust Fund and go back to the people and ask if the remaining funds for engineering be put into the perpetual care for the completion of the New Riverside Cemetery. B. Mitchell stated that we should take it out of the Perpetual Care Trust Fund like R. Wentworth stated and bring the Warrant Article back to the people.

B. Mitchell made a motion to use \$4,325.00 from the Perpetual Care Trust Fund to pay for the Screen Plant Rental and add \$1,650.00 for hydro seeding on the slopes and R. Wentworth seconded with all in favor of the motion.

#### Selectmen Reports

B. Holt stated that the Milfoil Committee will start treatment at the end of June. They will be working on the other side of the dam. The State this year will be contributing 50%.

A. Morse stated that there will be a Budget Meeting on June 16.

R. Wentworth stated that at the last Conservation Commission Meeting there would be a meeting between the Planning Board and Conservation Commission over the Coffin Brook Sand and Gravel. There will be another meeting this Thursday.

P. LaRochelle stated that the Master Plan Committee met on June 1 and went over Chapter 3. They are working on the action plan for the historic resources and historic buildings in Town. They are also working on Chapter 6 which is Infrastructure. The next meeting will be on July 6 at 6:00 pm.

B. Mitchell had nothing to report.

#### Town Administrator Report

R. Heath stated that the first thing that he has is he looking for the Board's permission to have an Employee Appreciation Day. It would be utilizing our Wellness Dollars. He is looking at the date of July 15 and it would mean to close Town Hall at 12:00 pm. They are going to have a cookout at Jones Field with some team building games and exercises for the afternoon with all the Town employees welcome. B. Holt stated that he has no problem with it. He stated that we also have many volunteer Boards. He has been thinking about it for a while as to how to show them appreciation. B. Mitchell stated that he doesn't see why the Boards couldn't enjoy this as well. R. Heath stated that if it is alright with the Board when it is put out to the employees he will have those other Boards contacted as well. It is the consensus of the Board to allow this.

R. Heath stated that the next item is more of an advisory item. NH DOT did approve the seasonal speed limit on Route 28A. It is 25 mph down from 30mph. The official dates are May 27 to September 6. We do have to re-apply every year and alter it if the Board sees fit.

R. Heath stated that the next meeting is scheduled for June 20 and he has a commitment on that night and would like to move it. He stated that the meeting after that fall on July 4. He suggests to meet in the middle and have the next meeting on June 27. It is the consensus of the Board to move the meeting to June 27.

R. Heath stated that the other thing that he included in the packets. It is just for informational purposes is the Solid Waste Brochure. It was put together based on the approvals and fee changes. This is the brochure that they have been handing out at various locations.

R. Heath stated that the Board received an email through the Selectmen's Inbox. It is from D. Hershey. He put a suggestion in about utilizing the Bandstand for summer movies for boaters. It is something for the Board to consider. We can also forward it to the Water Bandstand Committee as well. P. LaRochelle asked if it was the land Bandstand. R. Heath stated that it is for the Water Bandstand because D. Hershey stated that it was for boaters. We will reach out to D. Hershey for more clarification. Then it will be forwarded on to the Water Bandstand Committee.

R. Heath stated that another announcement is that June 16 for the neighborhood meeting and walk through for Roberts Cove Road. That would just be the Town Administrator and The Public Works Director. Board members are welcome but we need to make sure that there is not a quorum without posting a meeting.

R. Heath stated that the next item is more of an advisory item right now. Waste Management has sent a contract revision to the Solid Waste Department. They are asking for an additional 3% increase based on inflationary costs. This would be above and beyond their contractual yearly 2 ½% increase. He plans on sitting down with the Solid Waste Superintendent and the Public Works Director and coming back on June 27 with a formal recommendation and more information.

R. Heath stated that the other thing he would like to ask the Board is if the Board would be willing to on Consent Agenda items allow the Town Administrator to sign off on them. It would be for probationary bumps, certificates, etc. It would be things done by policy. R. Wentworth stated that he has no problem with it as long as the Department Head and Finance Office sign off.

B. Mitchell made a motion to allow the Town Administrator to sign off on the PAF Forms as long as the Finance Director and Department Head sign off on them and B. Holt seconded with all in favor of the motion.

**Approval of Minutes**

**May 16, 2022, 2022 Public Session**

R. Wentworth made a motion to approve the minutes of May 16, 2022 Public Session and B. Holt seconded with all in favor of motion.

**May 16, 2022 Non-Public Session**

R. Wentworth made a motion to approve the minutes of May 16, 2022 Non-Public Session releasing #2 and #5 and B. Mitchell seconded with all in favor of the motion.

**May 23, 2022 Public Session**

B. Holt made a motion to approve the minutes of May 23, 2022 Public Session and A. Morse seconded with 4 in favor and 1 abstention (RW).

**May 23, 2022 Non-Public Session**

B. Holt made a motion to approve the minutes of May 23, 2022 Non-Public Session releasing none and P. LaRochelle seconded with 4 in favor and 1 abstention (RW).

**Consent Agenda Approval**

R. Wentworth made a motion to approve the Consent Agenda as presented June 6, 2022 and B. Holt seconded with all in favor of the motion.

1. **Police Department**  
Jason Leavitt, Probation Completion, \$20.67/hr to \$20.98/hr, effective 5/24/2022 (.25 for Probation Completion + .06 to Bring to Minimum on Current Min/Max Chart)
2. **Fire Department**  
Rebekah Lehouillier, FF/AEMT to Paramedic, \$19.25/hr to \$22.75/hr, effective 5/26/2022
3. **Public Works Department**  
Evan LaGrant, Probation Completion, \$20.50/hr to \$20.75/hr, effective 6/6/2022
4. **Land Use Items - approval**

**Land Use Change Taxes**

Sargent Family Trust; Map 15 Lot 60-15; Brynn Lane; \$10,000  
Hanley; Map 15 Lot 60-14; Brynn Lane; \$10,000  
Jeddrey Realty Trust; Map 15 Lot 60-13; Brynn Lane; \$10,000  
Spencer Trust; Map 15 Lot 60-12; Brynn Lane; \$10,000

**Timber Taxes**

Letourneau; Map 12 Lot 42; Old Wolfeboro Road; \$1,004.73  
Simonenko; Map 21 Lot 1-3; Clay Point Rd; \$348.62  
McKenzie; Map 1 Lots 19 & 19-3; Muchado Hill Rd; \$635.94  
Hilton; Map 1 Lot 29-1; Meaderboro Rd; \$107.74

**Administrative Abatements**

Gongas; Map 34-19-B; L/O Rand Hill Road; \$287.00  
Gongas; Map 34-19; 3 Spring Street; \$105.00  
Fournier; Map 8 Lot 49-38; 38 Fox Trot; \$43.00  
Landry; Map 8 Lot 49-176; 176 Fox Trot; \$43.00  
Eskholme; Map 19 Lot 8-2-17; 1439 Wolfeboro Highway #17; \$84.00  
Wellington; Map 19 Lot 8-2-57; 1439 Wolfeboro Highway #57; \$100.00

Silva; Map 19 Lot 8-2-71; 1439 Wolfeboro Highway #71; \$51.00  
Champagne; Map 6 Lot 39; 51 Dobbins Way; \$791.00  
Banker/Geleas; Map 10 Lot 28-A; Blueberry Lane; \$611.00  
Young/Rollins Trust; Map 15 Lot 31-B; L/O Drew Hill Rd; \$1,197.00  
Beaulieu; Map 33 Lot 77-44; 44 Viewland Court; \$57.00  
Beaulieu; Map 33 Lot 77-25; 25 Viewland Court; \$22.00

**Supplemental Warrant**

Jones Family Trust; Map 15 Lot 31-C; 368 Drew Hill Rd; \$691.00  
Shea; Map 12 Lot 47; 276 Old Wolfeboro Road; \$547.00

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

None

**Public Input II** (limited to 5 minutes per person on any Governmental/Town Business)

L. Carr approached the table. He stated that at the last meeting it was discussed about the square footage of the room. The discussion came around about it being \$200,000.00 to put in a fire suppression system in the building. He was thinking about that. We need to realize what would happen if this place did catch on fire. He thinks the Board needs to reconsider it. The Board needs to spend the money and put in a fire suppression system. He went to the Planning Board meeting and commented about the CIP Committee. He thinks the Board needs to look at the RSA 674. The Board doesn't have any say in the CIP. The law is that the voters decide whether it's going to be a Planning Board or be this other system with elected officials. Not volunteers. It never was changed. The voters have to change that not the Board. When the motion was made to go back to the old policy the Board has no say in it.

**Non-Public Session**

B. Mitchell moved at 7:16 pm to enter into Nonpublic Session under RSA 91-A: 3, II, a (employee matters), c (reputation), d (acquisition of property), and e (litigation). R. Holt seconded. Roll call vote:

B. Mitchell - yes                      P. LaRochelle - yes                      R. Wentworth - yes  
R. Holt - yes                              A. Morse - yes                              Roll call vote carried unanimously.

At 7:16 pm Chairman Mitchell convened the nonpublic session with the following people present:

- B. Mitchell, Chairman
- P. LaRochelle, Vice Chairman
- R. Wentworth, Selectmen
- A. Morse, Selectmen
- R. Holt, Selectmen
- R. Heath, Town Administrator
- S. Kinmond, PWD
- C. Mitchell, Water Super. / APWD

7:40 pm S. Kinmond and C. Mitchell leave the room.

B. Mitchell moved at 8:14 pm to exit nonpublic session. R. Holt seconded. Roll call vote:

B. Mitchell - yes                      P. LaRochelle - yes                      R. Wentworth - yes  
R. Holt - yes                              A. Morse - yes                              Roll call vote carried unanimously.

B. Mitchell moved to 'not divulge' the minutes, except for number seven, because divulgence of the information likely would affect adversely the reputation of any person other than a member of this board or render the proposed action of the board ineffective. R. Wentworth seconded. Roll call vote:

B. Mitchell - yes                      P. LaRochelle - yes                      R. Wentworth - yes  
R. Holt - Yes                              A. Morse - yes                              Roll call vote carried unanimously.

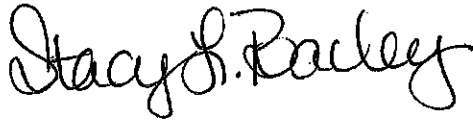
7. **Conservation Committee Concerns (c):** *This pertains to reputation (c). A. Morse and B. Mitchell raised concerns with a representative from the Conservation Committee not attending planning board meetings. Specifically, with regard to the Green Oaks Excavation Permit case. It was stated that recently a letter from the committee was sent to the Planning Department referencing concerns regarding this case but no one from that committee attended to answer questions nor were they represented as abutters. R. Wentworth spoke as the selectmen's rep to the*

committee. He clarified for the Board that the committee issued the letter, however they were told a meeting with the Planning Board is to be scheduled and the date has not been set. He stated that the members have no problem attending any of these meetings, but it was stated a specific meeting between Conservation and Planning is to occur. R. Wentworth ask the Board if it would be alright to leave this topic unsealed at the meetings conclusion so he can take the matter up at the Conservation Committee's next meeting. All remaining board members agreed. **No further Action Needed.**

**Adjournment**

R. Holt moved at 8:15 pm to adjourn. B. Mitchell seconded. **Motion carried.**

Respectfully submitted,

A handwritten signature in black ink that reads "Stacy L. Bailey". The signature is written in a cursive, flowing style.

Stacy L. Bailey  
Recording Secretary