

ALTON BOARD OF SELECTMEN
Minutes
June 6, 2023
(Approved - July 11, 2023)

Chairman P. LaRochelle convened the meeting at 6:00 PM.

P. LaRochelle 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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Paul LaRochelle, Chairman
Brock Mitchell, Vice- Chairman
Andrew Morse, Selectman
Nicholas Buonopane, Selectman, Selectman
Richard Shea, Selectmen
Ryan Heath, Town Administrator

Agenda Approval

B. Mitchell made a motion to approve the agenda as presented and A. Morse 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 Alton Town Clerk/Tax Collector's office will be closed on Wednesday, June 7, 2023. The staff will be attending the Town Clerk's Annual Spring Workshop.

R. Heath introduced Pedro Medina, the new Code Official/ Building Inspector, to the Board and Public. The Board of Selectmen welcome, Pedro, and looked forward to working with him.

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

None

Appointments

None

New Business

1. Road Name Requests - Irvings Alley and Edson Rowe Lane

R. Heath stated that these are two name requests and they were put out for input. E911, Code Enforcement, Police, and Fire are all in agreement with the two requests.

B. Mitchell made a motion to accept as written and A. Morse seconded with all in favor of the motion.

2. DPW - Work Schedule Modification

S. Kinmond, Public Works Director, approached the table. He stated that he is down four positions in the Highway Department. The Grounds & Maintenance Department is at full staff. With the shortage of staff at the Highway Department it is becoming difficult with scheduling based upon people being on vacations. In light of that he has had discussions with the Town Administrator trying to look at alternatives relative to scheduling. Currently we have five people which includes the Highway Foreman. The staff was broken up with some working Monday through Thursday and some working Tuesday through Friday. Initially it was having four people on staff and having a supervisor involved as well. Currently it is fragmented with people taking time off. Talking with the Town Administrator there were some things that were shared relative to transitioning the department over to four 10 hour days. Exclusively fixed days. He will let the Town Administrator join in with the discussion.

R. Heath stated that most of the Town's departments are four 10 hour shifts. One of the things going on throughout the State is talking about four 10 hour shifts. He would like to propose to the Board that the Town go to four days 10 hour shifts for everybody across the board. That would mean most importantly Town Hall. It would help with employee retention. We can't keep throwing money at them, we will run out. We need to look at more creative ways. The proposal is to be open Monday

through Thursday open from 7:00 am to 5:30 pm. You would give the taxpayer an hour earlier to hit Town Hall on their way in to work and an hour later at the end of the day. It is a win/ win when it comes to employee retention. With a 4-day work week it allows the employee to schedule dr. appointments on a Friday. It will help with daycare for the employee. It will save them money. Other Towns that are doing this are experiencing saving energy. There is a return to the taxpayers in the Town. He has been following the Municipal Managers Association. A couple of other towns have been looking at doing this so they started polling everyone. There are 25 towns that responded. Out of those 25 towns and cities, 15 of them are working four 10-hour days. Of that 15 there are 6 that are working four days and a half day on Friday. He wanted to identify that there are a lot of communities that are switching. It's not just the smaller communities. These towns are not seeing negative feedback from the general public. Those extra hours on the end are providing that added ability. P. LaRochelle asked if there is any back history of Towns that have been doing it a year or two. B. Mitchell stated that his town is closed on Mondays. P. LaRochelle asked if there were any pros or cons. B. Mitchell stated that no one seems to hate it. P. LaRochelle asked if it would affect Solid Waste. R. Heath stated that they are already four days and they would remain the same. If the Board is in favor of moving to that there would be an information campaign going out. R. Heath stated that he personally went and spoke to everyone in Town Hall and they were in favor of it. P. LaRochelle asked in terms of the Highway Department there would be one or two people on call. S. Kinmond stated that it would be something similar to what the Water Department does. N. Buonopane asked if the Highway would go back to the 5 days for the winter. S. Kinmond thinks is yet to be determined and discussed. P. LaRochelle asked if this is strictly for the DPW. R. Heath stated that he was putting it out for everyone. He jumped into the DPW proposal. P. LaRochelle asked if there should have been an amendment to the agenda. R. Heath was going to bring it up under his TA report but if a motion for the entire Town we wouldn't have to amend his memo. P. LaRochelle stated that he sees the benefits. He stated that what we are looking at right here is for the DPW to do that. R. Heath stated that he can wait until the TA Report. P. LaRochelle stated that he wasn't thinking about all of the Town Departments. He was thinking of only one. He feels like he was blindsided. R. Shea stated that this is an item that is not even on the agenda. Somebody in the public is going to say that they didn't have a chance to speak on it. P. LaRochelle stated that they are talking about the whole town and he doesn't think they can do that. R. Heath stated that he can bring it up under TA Report and a lot of decisions have been made in the TA Report such as the elevator. P. LaRochelle was just thinking of the proper way the procedure should go. They were looking at this as a Board as one item not two or three. B. Mitchell stated that it didn't matter to him and they will just vote on the DPW part.

N. Buonopane made a motion to allow the DPW Department to work four 10 hour days for the Spring, Summer, and Fall Monday through Thursday from 6:00 am to 4:00 pm and A. Morse seconded with all in favor of the motion.

3. DPW - Right of Way Permit, Map 43 Lots 11 and 12, 279 Trask Side Road

S. Kinmond remained at the table. It is very similar to what they have had in the past. The designer from Jones and Beech is proposing to do a street cut. They do not believe that a directional bore is in the best of interest. They have made a request to do a roadway cut. He has done all of the steps as far as filling out permits. P. LaRochelle asked if there will be an \$8,000.00 bond. S. Kinmond stated that has already been submitted to Finance.

B. Mitchell made a motion to grant the street excavation and directional boring application for 279 Trask Side Road Map 43 Lots 11 & 12 and N. Buonopane seconded with all in favor of the motion.

Old Business

1. DPW - Pavement Preservation Treatments

S. Kinmond remained at the table. He stated that he gave an outline very similar to this last year. Unfortunately, they were not able to do some of the treatments last year. He explained what treatments were done and what needs to still be done. They spent have of their road budget last year on just pavement. Half was spent on Roberts Cove and half on pavement treatments. Some of the Town's pavement is in pretty rough shape. He explained what roads need to be taken care of with this treatment. These are just dealing with paving which is a hot mix. It will be 2.25 miles with this treatment. The rubber chip seal on the next agenda item will be 7.6 miles. He did meet with the resident who had questions about the DPW report in the Town Report and told him that he would be updating the Board.

2. DPW - Request for Waiver of Purchasing Policy - Proprietary Services

S. Kinmond remained at the table. He stated that he had covered this last year as well. Based on the Purchasing Policy, this is for this region. Allstate had worked with us in the past. It has been sometime since they have done any treatments here in Alton. He would like the Board to waive the policy and acknowledge that he has been given a price in order to do these roads which are listed in the memo. This is a rubber chip seal that is 3/8" thickness. The life cycle is approximately 5 to 9 years.

B. Mitchell made a motion to waive the Purchasing Policy for the purposes of the asphalt rubber chip seal and A. Morse seconded. R. Heath stated that the motion to also include the contract.

B. Mitchell amended his motion to waive the Purchasing Policy for public bidding for the asphalt rubber chip seal treatment of the listed roads due to proprietary nature of the product. We recommend the Board of Selectmen authorize the proposal-

contract with Allstate Construction, Inc. of Sutherland, MA in the amount of \$483,931.00 with \$470,606.75 payment to come from the Road Construction Warrant Article #18 and \$13,606.25 to come from the Laura Lane Escrow account and A. Morse seconded the amendment with all in favor of the motion.

3. Water Bandstand Committee - Maintenance Request - Approval

P. LaRochelle stated that this is the annual work that is done to the Bandstand. The Water Bandstand voted to request the sum of \$500.00 for maintenance which will include and American Flag, New Hampshire Flag and Wind Sock, cleaning supplies, spider repellent, paint and stain.

B. Mitchell made a motion to allow the Water Bandstand Committee to the sum of \$500.00 for their annual maintenance and A. Morse seconded with all in favor of the motion.

4. Water Bandstand Committee - Hampshire Pewter Invoice - Approval

P. LaRochelle stated that this was started last year in purchasing custom ornaments. They are looking to purchase 200. The total amount would be \$1,800.00.

N. Buonopane made a motion to approve the purchase price of \$1,800.00 for the Water Bandstand custom ornaments out the escrow account and B. Mitchell seconded with all in favor of the motion.

5. Elevator Proposal

R. Heath stated that he needs to revisit this tonight because he made a mistake on the last proposal. He didn't realize that the original proposal was for the elevator itself for \$72,521.00. It only had vertical openings and on the third floor the elevator cannot open in that direction. It has to open at 90 degrees the other way. It added some money to the original quote. The original quote was for \$72,521.00 to \$88,459.00. He did receive another quote that would be able to do the three floors for \$102,000.00.

N. Buonopane made a motion to approve the amount of \$88,459.00 for the elevator located in Town Hall with the funds coming from both the Capital Reserve and/ or ARPA funds and R. Shea seconded with all in favor of the motion.

N. Buonopane amended his motion to have funds come from the Warrant Article and/ or ARPA funds and R. Shea seconded with all in favor of the motion.

6. Ambulance Contract

R. Heath stated that this was put back on the agenda to revisit the three ambulances. J. Beaudoin, Fire Chief, approached the table. He stated that the first plan with three ambulances is to have two always in service. The cost of an ambulance has almost doubled in four years. The plan is to remount it at the half way mark instead of buying new at that time. Which would put it out of service for anywhere from 8 months to a year. They cannot be without two ambulances. R. Heath stated that the intent is to mostly keep the oldest ambulance over at east firs station. The intent was to never staff three ambulances.

7. 2023 Wage Structure

R. Heath stated that the Finance Director asked him to speak to the Board. They are not looking to change any wages. The problem is that the only thing that anyone abides by is the Min. on the chart. By removing the Max. on the chart it allows him or the Department Head the ability to negotiate.

R. Shea made a motion to remove the maximum value wages from the 2023 Wage Structure and leave minimums in place and N. Buonopane seconds with all in favor of the motion.

8. Unlicensed Dogs - Civil Forfeiture

R. Shea asked what happens with unlicensed dogs. R. Heath stated that they get a summons.

P. LaRochelle made a motion to approve the warrant as presented by the Clerk's Office and R. Shea seconded with all in favor of the motion.

Selectmen Reports

R. Shea had nothing to report.

N. Buonopane stated that he has a ZAC meeting coming up and Old Home Week meeting will be Monday.

A. Morse stated that he had a Parks & Rec meeting with nothing to report.

B. Mitchell had nothing to report.

P. LaRochelle stated he had a ZBA meeting last Thursday.

Town Administrator Report

R. Heath stated that he would like to go back to the discussion about the hours at Town Hall. B. Mitchell asked the Board how they feel about changing the hours for a trial run. Do it for the summer and see how it works.

N. Buonopane made a motion to change to (4) 10 hour days for the Town Hall and A. Morse seconded. R. Shea stated the he thinks this should be an item on the agenda that the public is aware of before it goes in to effect. The motion was called with 4 in favor and 1 opposed (RS) of the motion.

R. Heath stated that the next item is the draft Short Term Rental application. This is for the Board to look at for now.

R. Heath stated that the next item is a request from the Boy Scouts. They would like to use the land bandstand to sell popcorn. P. LaRochelle stated that if you open it to one you will have to let everyone do it. They should look at local businesses.

It is the consensus of the Board not to allow this and suggest some alternatives.

Consent Agenda Approval

R. Shea made a motion to approve the Consent Agenda for June 6, 2023 as presented and N. Buonopane seconded with all in favor of the motion.

1. **Land Use Items - approval**

Administrative Abatement

Smith; Map 19 Lot 8-2-20; 1439 Wolfeboro Highway #20; \$7
Brucks; Map 33 Lot 77-44; 6-44 Viewland Court; \$161.46
39 Beacon Avenue Thomassian LLC; Map 34 Lot 33-142; 39 Beacon Avenue; \$472
NNETO LLC; Map 0 Lot 1-POL; Utility Poles; \$2,367

Land Use Change Taxes

LCW Family Trust; Map 12 Lot 26; 47 Lindsay Road; Release
Perillo Family Trust; Map 19 Lot 1; 37 Quarry Road; \$7,500
W&W Ralph Trust LLC; Map 8 Lot 3-10-1; Ingalls Terrace; \$7,000
CNA Holdings Inc; Map 14 Lot 6-2; Jesus Valley Road; \$7,000
Flannery; Map 14 Lot 6-1A; Jesus Valley Road; \$200
Community Services Program of Alton; Map 6 Lot 6-1; Suncook Valley Road; \$300
Hillsgrove; Map 2 Lot 13-1; Dudley Road; \$500

2. **2023 Alton Water Works Abatements as Credits to Customer Account**

CNA HOLDINGS INC	Map 38 Lot 21 Mt Major Hwy	No longer has service	Credit \$410.00 TO ACCOUNT
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Discretionary Action on Requests for Appointments (No discussion, majority vote required to allow/not allow appointment)

None

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

J. Beaudoin approached the table. He stated that it is a good idea to go to (4) 10 hour days but holiday pay would accrue at different rates. You need to keep in mind that (4) 10 hour days is still a 40-hour work week. If there are changes it needs to be fair across the board.

Non-Public Session

P. LaRochelle moved at 7:36 pm to enter into Nonpublic Session under RSA 91-A: 3, II, a (personnel matters) and e (litigation). N. Buonopane seconded. Roll call vote:

P. LaRochelle - yes B. Mitchell - yes R. Shea - yes
N. Buonopane III - yes A. Morse - yes Roll call vote carried unanimously.

Five-minute recess.

At 7:41 pm Chairman LaRochelle convened the nonpublic session with the following people present:

- P. LaRochelle, Chairman
- B. Mitchell, Vice-Chairman
- R. Shea, Selectmen
- A. Morse, Selectmen
- N. Buonopane III, Selectmen
- R. Heath, Town Administrator
- J. Beaudoin, Fire Chief

J. Beaudoin exited the room at 8:37 pm.

B. Mitchell moved at 9:13 pm to exit nonpublic session. A. Morse seconded. Roll call vote:

Public actions.

P. LaRochelle - yes B. Mitchell - yes R. Shea - yes
N. Buonopane III - yes A. Morse - yes Roll call vote carried unanimously.

P. LaRochelle moved to 'not divulge' item two of the minutes 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. B. Mitchell seconded. Roll call vote:

P. LaRochelle - yes B. Mitchell - yes R. Shea - yes
N. Buonopane III - yes A. Morse - yes Roll call vote carried unanimously.

Adjournment

B. Mitchell moved at 9:15 pm to adjourn. A. Morse seconded. Motion carried.

Respectfully Submitted,

Stacy L. Bailey
Recording Secretary