

ALTON BOARD OF SELECTMEN  
Minutes  
June 8, 2020  
**Approved – June 15, 2020**

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Chairman R. Wentworth convened the meeting at 6:03 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](http://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](mailto: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 made a motion to amend the agenda adding #4 New Business, Alton High School Seniors and B. Holt seconded. Roll call vote:

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

**Emergency Management Update** by J. Beaudoin, Fire Chief

*Thank you again for the opportunity to address the Board and the members of our community. Last week Chief Heath provided you with an update of where the Emergency Management Team is heading with the Town. The hope is to be ready for our public buildings to be open again for us to be prepared. At this time, we are still in the early planning stages. The health and safety of town employees and the public is our first priority. We are also working with boards and committees to accommodate meetings as resources allow. This is slow process as we watch the cases of COVID-19 and try to follow the Governor's reopening guidelines.*

*On a positive note the basketball court and tennis facility have been opened. These like the picnic tables and swim areas, are not able to be cleaned on a regular basis so that must be noted before use. Any use of the facilities must also adhere to social distancing guidelines.*

*As of June 1<sup>st</sup> the daily number of new cases of COVID-19 have been under 100. The numbers for the state of New Hampshire appear to be decreasing. It should be noted that this decrease and stabilizing is in conjunction with a major increase in testing. This looks like good news for our state as a whole. On June 15<sup>th</sup> Stay at Home 2.0 is slated to be finished. The Emergency Management Team will be paying close attention to the newest guidance put out by the state to help reopen our community and businesses.*

*Please remember that as our economy reopens social distancing will still need to be in place. Wash your hands often with soap and water or alcohol based sanitizer, do not cough or sneeze into your hands, disinfect your workspaces, and when available wear a face covering. If you have questions or concerns about how Alton is*

responding to Coronavirus feel free to contact myself, the Police Chief, or the Public Health Director. For general questions about Coronavirus call the State at 211. Again the Emergency Management Team thanks the Board and Community for their continued support and patience.

P. Wittmann noted the postponement of the Fireworks display in July along with the Castleberry Fair July event. R. Wentworth today noted that the Waterski Show will be postponed until August. Everything up until August has been cancelled. B. Holt noted that restaurants will be open indoors beginning June 15<sup>th</sup> and asked when will the Town begin to resume normal business. J. Beaudoin responded “he doesn’t have an answer to that”, we are trying to take lead with the Governor’s Order and make it work for the Town. There is hope, however it is still unknown. Long Term Care Facilities are the hardest hit. On another note, the Fire Department is progressing having received the new side by side and trailer it is working well and been used approximately four (4) times in a two (2) week period.

The Board agreed to move New Business #2 to accommodate the Chief.

## 2. Fire Department - Request to Sell Engine 4

J. Beaudoin informed the Board that the replacement for Engine 4 has been received. With this, it is time for the old vehicle to be sold. It is a 1991 International 4900 with approximately 50K miles. After research, similar trucks that are for sale run in the vicinity of 10K to 15K. The Chief recommends putting this truck out for sealed bids or another option would be to place it on Municibid who can put it out there for more visibility. There is no charge to us as the seller but charge the buyers the fee. A minimum bid of 10K is recommended. All equipment will be taken off of the vehicle that can be reused. Municibid was explained.

B. Holt made a motion to allow the Fire Chief to place Engine 4 out for a minimum bid of 10K with Municibid and V. MacDonald seconded. Roll call vote:

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

R. Wentworth and other members thanked and noted that both the Fire Department and the Police Department have the Board of Selectmen’s full support.

## Announcements

None

## Submission of Public Comments - Questions - Concerns

Two (2) Letter submissions from Nancy L. Downs, 139 Gear Road, Gonic, NH

R. Wentworth read the following two (2) letters into the record:

*Re: Route 11 Scenic Views, Alton, NH (Particularly the scenic view near Mt. Major) Hello,*

*I drove to the scenic view area near Mt. Major in Alton recently and realized that there is NO scenic view any longer. The trees at the bottom of the embankment have grown so high that they've taken away the formerly beautiful view.*

*The trees that I'm referring to are most probably located on private property at the bottom of the embankment. I'm thinking that a possible solution would be to ask those property owners for permission to cut down or trim those trees. I believe the property owners may agree to this if they know that the Town of Alton will pay for it.*

*I don't want to sound pessimistic but I believe eventually this problem of excess tree growth at this scenic view will affect Alton's economy to some level. For example, as much as I love Alton, I will not be driving to Alton again until the scenic view is restored. It is one of my favorite places in New Hampshire.*

*I'm sure I'm not alone in thinking that something has to be done to restore the beautiful view.*

*Sincerely, Nancy L. Downs*

And

Re: Route 11 Scenic Views, Alton, NH (Particularly the scenic view near Mt. Major) Hello,

As a follow up to yesterday's letter, I've thought about other possible solutions to this problem and wanted to share them.

Just wondering if it has been verified that the private-property owners at the bottom of the embankment where the trees have taken root, refuse to allow the Town of Alton or the State of New Hampshire to trim or remove the trees that are blocking the scenic view?

If so. Possible Solution: Could this issue be referred to your legal department?

Possible solution: Could something be legally written into the deeds of the privately-owned properties at the bottom of the embankment to ascertain that the Town of Alton and/or State of New Hampshire would have access to periodic maintenance of any overgrowth of vegetation taking root on those properties, in order to retain the designated scenic view?

Sincerely, Nancy L. Downs

R. Wentworth noted that District 3 had been notified. Years ago the State prisoners had cleaned the embankment and the State Right of Way goes almost to the very bottom of the embankment. He feels that a letter should be sent to NH DOT District 3 through our State Representatives who might have enough pull to have the trees cut. P. LaRochelle is surprised that this has not come up more often and is something that should be maintained on a regular basis not only in this area but on Route 28 as well. B. Holt feels that a letter should be sent to Ms. Downs informing her of the letters. P. Wittmann voiced that all roads around the lake are scenic byways.

The consensus of the Board is to have the Town Administrator send a letter to NH DOT, District 3, to the State Representatives and all other possible parties, signed by her on behalf of the Selectmen. In addition, a correspondence to Mrs. Downs.

**Appointments:**

None

**New Business:**

It was suggested to bring R. Jutton who was downstairs personally to the meeting. At this time New Business #4 was discussed.

4. Alton High School Seniors

R. Wentworth was approached by some parents of the Class of 2020 who have a banner that they would like posted in front of the Town Hall. It will be installed by the parents in conjunction with the Code Officer, directing placement. The Board consensus was for the sign to be placed. Consensus by roll call:

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

1. Tax Assessor - Website Information Discussion

R. Jutton personally joined the meeting and was welcomed by the Board. A memo was sent to the Board regarding issues with the website postings for the Assessing Department from Vision Government Solutions, Inc. with the Vision Appraisal 6.5 CAMA system being out of date. The problem is with the switch to Avitar. R. Jutton recommends the Vision website information be eliminated immediately. In the short term he would like to post all of the values online in a PDF spreadsheet and a notice informing the public that the Town is converting to the Avitar system and when the system is ready we will be back online with the full property cards and for the public to contact the Assessing Office for copies of the Assessing Cards. The Board needs to be updated on a regular basis to avoid these situations. The Board members are in agreement to move forward with getting this done. This is a transition from Vision who currently does not support the software to Avitar.

R. Wentworth made a motion to approve the request from R. Jutton, Assessor dated April 30, 2020 to remove the current assessment information from the website and replace it with a spreadsheet and P. LaRochelle seconded.

Further Discussion: R. Jutton added that this is very specific to just the information that is presented to the public on the website. The public is invited to call the Assessor's Office for information. The date of the memo was questioned and explained. R. Jutton was asked to return to the Board on the 27<sup>th</sup> for an update to this matter.

At this time, 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. Jutton was invited to stay at the meeting as one item will be removed from the Consent Agenda that he will be asked for input.

### 3. Highway Department - 6-Wheel Dump Truck Accessory Build - Bid Award

K. Roberts, Highway Manager joined the meeting remotely by telephone. R. Wentworth voiced kudos to the Highway Department. He had a visit from a resident commending them with a letter to be forthcoming. This is in reference to the hard work that is being done on Tom Road. K. Roberts explained the various reasons for his recommendation of Viking Cive at \$64,990. The references were questioned as well as if there would be a penalty clause on the delivery date. This could be considered for future bids. The truck chassis should be arriving in the near future, the delay is due to COVID. Hopefully it would be ready for the winter season. V. MacDonald questioned the compatibility of the attachments and sander which is considered a highway sander. P. LaRochelle questioned the bid from HP Fairfield; explained as incomplete. B. Holt states that the Board has incomplete information. According to the Personnel Policy the Board is supposed to receive a copy of the bid proposal, believing that this did not happen. He feels that there is not enough backing to support the recommendation, not having all of the specifics and would like all of the information presented.

B. Holt made a motion to table this until more backup information is received.

V. MacDonald stated the department did what they were supposed to do and have made their recommendation. We put our faith in the department that they have done their jobs to the best of their ability. The Board is here not to pick apart the bids, we are here to take the recommendation of our Highway supervisor. We need to rely on him. B. Holt feels that he is choosing a higher priced bid and not following the Personnel Policy. The policy needs to be adhered to and needs to have and see justification for approving the higher bid.

B. Holt's motion on the floor was clarified as:

B. Holt made a motion to table this matter until justification is received in writing. The justification is only for the recommended bidder the rest is not substantiated. Furthermore, B. Holt would like to see a spreadsheet on each vendor for them meeting the qualifications. He wants to see the breakdown of the other bids and P. Wittmann seconded for discussion.

Further Discussion: V. MacDonald feels that we pay for and rely on the Highway Manager to do his job and this will just delay things. P. LaRochelle brought forth what B. Holt is actually looking to see. It basically boils down to the Board seeing all of the bid specifications for each vendor so that they can be compared so you know exactly what is being offered (apples to apples). K. Roberts noted that all of the bids are available in the Selectmen's Office and anyone is welcome to review or get copies as they are public knowledge. He would be happy to have his secretary prepare and provide a spreadsheet if that is what the Board chooses. V. MacDonald voiced that if we are going to move forward in this direction then all bids should come back to the Board before they go out. A debate regarding following the Personnel Policy transpired. B. Holt feels that this has not always been followed in the past on all occasions. P. LaRochelle voiced that he does not have all of the experience and knowledge with this type of equipment, the Highway Manager has that experience and he has to trust his knowledge. He feels that we need to rely and trust his recommendation or any department's recommendation but feels that the Board should be provided all of the information. K. Roberts stated, the bid specifications have been put together over the years with the Highway Mechanic to develop; examples were given with bids adjusted as necessary. Comments from a sister Town

were taken into consideration when making the recommendation; this was discussed last year. P. Wittmann spoke about the timing issues involved as well as not knowing this type of equipment. V. MacDonald does not want to micromanage the people that know what they are dealing with which is why we stopped having all of the bids coming to the Board. P. Wittmann believes because of this debate that potentially the Board needs to seriously look at the policy.

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

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

R. Wentworth made a motion to approve the request of the Highway Manager to award the bid for the completion of the 6-wheel dump truck to Viking Cive, USA of Lewiston, ME for \$64,990 with a 90-120 day delivery from receipt of the chassis and V. MacDonald seconded. Roll call vote:

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

K. Roberts was excused from the meeting.

R. Wentworth asked the Town Administrator to bring forward to the Board in the next couple of weeks the sections of the Personnel Policy regarding Bid Specifications for discussion. If we are not going to follow the policy it needs to be taken out of the Policy and if we are going to follow the policy then it needs to be adhered to unless the Board of Selectmen are asked to waive the policy. V. MacDonald feels that this has been done bits and pieces at a time; there should be a Workshop to sit down and review the benefit package and the policy as a whole. R. Wentworth voiced the benefits are being worked on by the Town Administrator and the Finance Officer and will be brought back to the Board at budget time. L. Dionne commented that this is being worked on when time allows. R. Wentworth asked that Board members give to the Town Administrator a list of sections that they would like to see reviewed for placement on an agenda. V. MacDonald suggested that the Board receive a copy of the policy book to review and mark up what needs to be looked at for future meetings. R. Wentworth clarified that Board members should present to the Town Administrator sections of concern for discussion so that the other members can be informed prior to a meeting so they can look at the particular sections to familiarize themselves for discussion at a meeting. The debate continued on the bid process. Department Heads will be involved and informed once changes are made. L. Dionne stated that there are several sections that are pending to come before the Board. The original intent is to take the current policy book, separate it into two (2) books. One book would be the Personnel Policy or Employee Manual the other would be the Operational Manual for the procedural functions for each department to follow; this is currently being worked on. R. Wentworth asked when this would be ready, L. Dionne responded "I don't know". R. Wentworth asked L. Dionne to try and get something to the Board within the next couple of weeks so that there is no duplication of work; she will do her best to do so. The Board will wait for L. Dionne's response to avoid duplication. The Personnel Manual is available in the Selectmen's Office if anyone needs to obtain one.

#### Old Business:

None

#### Selectmen Reports

B. Holt requested at the last meeting information on the questionable photo that was taken of the collapsed wall adjacent to Harmony Park. This photo came from GMI from Jeff Perry on May 7<sup>th</sup> forwarded to L. Dionne on May 7<sup>th</sup>. He wondered why it was not received by the Board sooner.

P. LaRochelle had nothing to report however he asked if there was a date yet when GMI would return to complete the work at Harmony Park. L. Dionne will have something to follow under the TA Report.

P. Wittmann had nothing to report but stated he called the Chairman of the Old Home Week Committee who voiced that potentially it should be cancelled, no one has been hired yet, booklets have not been worked on, etc.

The EMT team is considering this and has not made any decisions until July 15<sup>th</sup>. R. Wentworth suggests holding off on this and potentially shortening the event. An open meeting could be held outside.

V. MacDonald questioned L. Dionne about the repairs on the boat ramp in the Bay. It was noted that K. Roberts and P. LaRochelle were supposed to work on this. P. LaRochelle responded that a camera was just obtained for taking pictures and should be done this week. The Parks and Recreation Department could take a row boat out into the water for safety measures. On another note, V. MacDonald questioned the safety measures for the Town Hall. R. Wentworth clarified that Granite State Glass will be working with J. Dever to find measures for the downstairs offices then other estimates will be obtained from other companies. This is currently under the control of the EMT. Everything right now will be temporary to get Town Hall open then permanent measures can be taken. R. Wentworth offered to donate some cut pieces of plexiglass that he has in his possession at his store. Costs may be covered by grants through EMT due to COVID.

R. Wentworth reported on the Police and Fire Departments noting that he supports them 100%. Again, kudos to the Highway Department and a thanks to all employees for doing their best during these difficult times.

**Town Administrator Report** by L. Dionne

**Municipal Trail Parking Area - Alton Mountain Road**

A packet was provided to the Board in reference to the parking area problems at the Municipal Trail Area on Alton Mountain Road near the Geleas property. This was discussed during the EMT meetings. The proposal is to create more parking in the triangle area. Fill could be brought in from the Highway Department pit with the only costs being labor and equipment with use of the excavator, loader and dump trucks for one (1) to two (2) days. There is a lack of parking; this would be a potential solution for this. Mr. Geleas is in full support. A motion is necessary from the Board. There is no problem with doing this however R. Wentworth would like to have a letter from Mr. Geleas stating he is aware and is in favor of the parking expansion within the easement. This is for the records. V. MacDonald stated that this is a Conservation Commission project and feels that they are the ones that this should be presented by. L. Dionne noted only a Warrant Article could rescind this agreement. B. Holt agrees with the proposed project; he inquired about the size of the proposed project. K. Roberts remotely joined the discussion. The parking would be across the whole back side of the easement. It will add an additional twelve (12) spaces. A letter will be created by the Highway Department secretary for Mr. Geleas to sign stating that he has no problem with the proposed increase in parking; it was noted that he was the initiator of the proposal. This will just be for a paper trail. P. LaRochelle asked for clarification of the proposed location. K. Roberts will create another drawing delineating the area to attach to the letter that Mr. Geleas will sign agreeing to the proposal.

R. Wentworth made a motion to allow the Highway Manager to move forward with the proposal for additional parking at the Alton Mountain Road, Municipal Trail Parking Area with no costs involved for materials which will come from the Highway pit. The only costs will be for labor and equipment to improve the Class VI portion within the easement with Mr. Geleas and P. LaRochelle seconded.

Further Discussion: Just to note, Mr. Geleas needs to sign off on an agreement. V. MacDonald mentioned the labor, fuel and truck costs involved feeling that this should be a Conservation Commission project and they should be part of this. B. Holt agreed but has no problem. R. Wentworth does not think that they are aware of this as it was brought forth during an EMT meeting. L. Dionne stated they are aware however they have not had a meeting. B. Holt urged caution when doing something like this in the future as it does present issues. P. Wittmann asked if the motion was going to be amended to reflect the signed letter by Mr. Geleas with a response of "yes".

R. Wentworth made a motion to allow the Highway Manager to move forward with the proposal for additional parking at the Alton Mountain Road, Municipal Trail Parking Area with no costs involved for materials which will come from the Highway pit. The only costs will be for labor and equipment to improve the Class VI portion within the easement and for Mr. Geleas to sign a letter that he is in agreement with the proposed project and V. MacDonald seconded. Roll call vote:

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

Cemetery Department

L. Dionne questioned the Board about a proposal that took place during last year’s budget process from the Park’s and Recreation Director regarding the Cemetery becoming its own department and not under the authority of the Parks and Recreation department. At that time, L. Dionne recommended that this wait until 2020 during the beginning of the budget season. What is the Board’s pleasure? V. MacDonald is not in favor of that proposal explaining his reasons. R. Wentworth agrees that it stay status quo. P. Wittmann and P. LaRochelle agrees. B. Holt does not think that that Parks and Recreation should be in charge of the Cemeteries but understands the logic and feels that there should be a Public Works /Grounds and Maintenance Department and it should fall under that department. The consensus of the Board is for the Cemetery Department to stay as it is.

GMI letter - Collapsed Wall

L. Dionne informed the Board that there is a letter in the signature file to GMI regarding the collapsed wall at Harmony Park. The contents of the letter were discussed and debated specifically the permitting and the work on the abutting property by GMI. The letter will be changed, tabled and sent out next week.

Approval of Minutes

June 1, 2020 - Regular

R. Wentworth made a motion to approve the minutes of the Regular Session, June 1, 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

R. Wentworth made a motion to approve the Consent Agenda Assessing items #1, 4 & 5 excluding # 2. V. MacDonald questioned the exclusion; explained it is a litigation issue and should be discussed in Non-Public. Approve Item #3 Planning Department and Item # 4 Trustees of Trust Fund and P. LaRochelle seconded.

Further Discussion: V. MacDonald questioned R. Jutton the Land Use Change Taxes #1 asking if that is money that is being given back to the resident, the response was “no, that is money they are giving to the Town” and the Release Only; they are properties coming out of Current Use (out of the timeframe).

At this time, 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

1. Assessing Department - Land Use Items.

Timber Tax

Matarozzo, Prospect Mountain Road, 3-24, \$207.36  
Roadleaf Forest Management, Cherry Valley Road, 16-18 & 20, \$4,122.28

Land Use Change Taxes (LUCTs)

Dobbins Brook LLC, Dobbins Way, 6-37-19, \$6,450.00  
Malo, Ingalls Terrace, 8-2, \$6,200.00  
Nilges, Ingalls Terrace, 8-3-5, \$6,450.00  
Magliozzi, Ingalls Terrace, 8-3-6, \$6,500.00  
Perham/Goddard, Range Road, 8-47, \$600.00

Land Use Change Release Only

Carter, Coffin Brook Road, 5-34-1, \$0 (release only)  
Kessler Trust, Rand Hill Road, 11-23-1, \$0 (release only)  
Barnet, Old Wolfeboro Road, 12-23-A, \$0 (release only)  
Sample, Rand Hill Road, 11-9, \$0 (release only)

Administrative Abatements

- Niland, Baxter Place, 25-35, \$252.70
- Ahern, Wolfeboro Highway, 19-8-2-65, \$100
- Roberts, 12 Clark Road, 12-053-0-1, \$8
- Hanson, Wolfeboro Highway, 19-8-2-59, \$51
- Gallo, Wolfeboro Highway, 19-8-2-57, \$14

Veteran's Credit

Rowley, 255 Rand Road, 19-62-3, \$750

Veterans & Total & Permanent Disability Credit

Marchand, 27 Barnes Road, 27-3-2-1, \$2,150

Disability Exemption

Chase, 91 Old Wolfeboro Road, 8-38, \$40,000

2. **Land Use Item – Recision of item previously approved on 5/18/20.**  
 Recision of 5/18/20 approval on Excavation Intent Form – “Green Oak Realty Dev LLC, Suncook Valley Road, 5-72, N/A”. Recision due to current litigation. **\*\*Moved to Non-Public Session\*\***
3. **Planning Department.**  
End of Probation: Amelia Cate, Secretary, \$15.79/hr to \$16.04/hr., effective 5/6/20.
4. **Trustees of Trust Funds.**  
Trustee Vacancy, Fill-in appointment, Brad Smith (incumbent), exp/March 2021.

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

R. Wentworth moved at 8:35pm to exit nonpublic session. 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>

**Adjournment**

R. Wentworth moved at 8:40pm to adjourn and V. MacDonald seconded. Motion carried.

Respectfully submitted,

*Mary K. Jarvis*

Mary K. Jarvis  
Recording Secretary