

**ALTON BOARD OF SELECTMEN**  
**Minutes**  
**June 22, 2020**  
**Approved – June 29, 2020**

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Chairman R. Wentworth convened the meeting at 6:04 PM and P. Wittmann 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**

B. Holt made a motion to approve the agenda as submitted and P. Wittmann seconded. Roll call vote:

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

**Emergency Management Update** by R. Heath, Police Chief

The Board and community were thanked for their support during the pandemic. Most businesses have opened or are about to open. Various restrictions are still set adhering to CDC Guidelines. The Town is trying to mimic the State guidelines for reopening the Town and community. A tiered planned opening for the Town buildings is for July 1<sup>st</sup>. Proper social distancing is necessary within the building and offices for both the public and the employees. Meetings will be addressed but will not be happening on the July 1<sup>st</sup> date and will still be done remotely with a potential of approximately a couple of weeks. A good obtainable plan is in motion with hopeful timelines. Caution is still urged with a potential for some openings later in the season. The EM Team will continue with this and other issues such as a drought, extreme temperatures, protests and voting in September and November. All bases are being covered, temporary measures will be put in place until more permanent measures can be taken. Services were offered for installation.

**Announcements**

None

**Submission of Public Comments - Questions - Concerns**

This will be addressed under Tow Administrator's Report.

**Appointments:**

None

**New Business:**

1. Water Works Department - Levey Park Water Testing Results

C. Mitchell, Water Superintendent remotely joined the meeting. A violation was received from DES regarding arsenic levels in the water at the Levey Park Well. The regulations have recently changed lowering the allowable levels. The well has been shut down since January and has and is still not currently up and running. C. Mitchell does not feel that there is a need for anyone to panic and is confident that it was due to the line not being flushed for a long enough period before testing. Moving forward samples will be taken every quarter opposed to once a year and will be more realistic. Once the new VFD is in place the belief is that this well can become part of the rotation. Notification to the State was not done.

2. Water Works Department - Inventory Asset Management Program

C. Mitchell, Water Superintendent remained on the line remotely. A proposal from EJ Prescott was presented to the Board for the Water Department to become part of their Value Added Service Program (VAS) which is designed to maximize distribution of inventory and minimize the utilities inventory. This program will be accessible on the computer that will give inventory count and will help with asset management. This will help with inventory control. The program was explained. There will be a contract for review by the Town Administrator and Town Attorney which will be provided to the Board once reviewed.

3. Highway Department - Recommended Roberts Cove Survey Bid Specifications

K. Roberts remotely joined the meeting. All of the three (3) previous surveys were not available and the first survey cannot be found. Engineering was discussed.

R. Wentworth made a motion to approve the specifications presented for the survey for Roberts Cove Road and V. MacDonald seconded. Roll call vote:

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

4. Planning - Contracts for Town Consulting Engineering Firms

V. MacDonald explained that the contracts presented are for the Engineering Firms that the Planning Board currently works with; no problems with them. J. Call remotely joined the meeting. KV Partners pricing remained the same as last year and Northpoint Engineering went up one (1) dollar on each item that is chargeable.

P. LaRochelle made a motion to approve the Engineering Contracts for Mike Vignale, PE of KV Partners, LLC and Kevin Leonard, PE of Northpoint Engineering, LLC as submitted and recommended by the Planning Board and V. MacDonald seconded. Roll call vote:

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

**Old Business:**

1. Highway Department - State Bid for 10-Wheel Truck Chassis

K. Roberts remotely joined the meeting. The State bid contract was provided to the Board. K. Roberts recommends awarding this by the State bid pricing of \$122,794 from Liberty International Trucks of NH. The State has more buying power than the Town. This would be for a 2021 International HV513SFA 10-wheel truck chassis. On another note, the existing 10-wheel that is in the Town's possession and since delivery of the 6-wheel dump truck has not happened K. Roberts would like to trade-in the 10-wheel dump against the 6-wheel truck to reduce the cost of the one being received.

R. Wentworth made a motion to approve the \$122,794 for the 10-Wheel Truck Chassis by State bid as submitted by K. Roberts on 6/20/2020 and seconded by V. MacDonald. Roll call vote:

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

R. Wentworth made a motion to allow K. Roberts to use the 10-Wheel Dump Truck (engine trouble) Trade-in value towards the new 6-Wheel Truck and use the old 6-Wheel Truck over the winter for plowing and V. MacDonald seconded.

Further discussion: B. Holt would like to have the motion include pending approval of the Selectmen on the pricing of the Trade-in value. R. Wentworth recommended tabling this item until K. Roberts comes back with pricing on the trade-in value. It was agreed to table this item.

## 2. Route 11 Scenic View trees - DOT response

A communication and map was sent by DOT in response to a letter that was sent to them regarding the tree obstruction at the Scenic View on Route 11. Communication as follows:

*I received the Selectmen's letter yesterday regarding the trees obscuring portions of the view. Unfortunately some of their assertions are in error.*

*The NH 11 LAROW (Limited Access Right of Way) does not extend to the edge of pavement on the old NH 11, now Route 11D. A woven wire fence was erected on the LAROW line when the highway was constructed in 1968-70. Many of the steel posts remain visible in the slope today, as I observed them Friday morning. The attached highway construction plan shows the area between the fence and the 11D pavement shaded green. This area of town ROW opposite the overlook is approximately 15' to 50' wide. The majority of the trees that block the view are growing in this green band, while some are growing on the east side of 11D.*

*We will have a crew address any new growth blocking the view within the NH 11 LAROW sometime this summer as resources and schedules allow. NH DOT would not be responsible for vegetation management in the town right of way.*

*I hope this clarifies the situation. Please let me know if questions arise.*

*Thanks,  
Alan*

K. Roberts offered to do a site visit to the questioned area; the Board was in agreement. K. Roberts will report back on the findings.

## Selectmen Reports

R. Wentworth asked that K. Roberts remain on the call.

R. Wentworth questioned the crosswalks and line painting within Town asking for an update. K. Roberts spoke with the company who has been in similar situations being experienced by all with the pandemic situation. K. Roberts will get the information and report back. R. Wentworth urged the Town residents to have patience with the many visitors and tourists coming to the Town and asked that they slow down, be courteous and respectful to the community. V. MacDonald requested that Harmony Park be closed down due to the many holes, etc. for safety purposes. While under construction it should be closed. K. Roberts will caution tape Harmony Park throughout the area to hopefully keep people out. In addition, K. Roberts was asked to remove any picnic tables that are there and place over near the new gazebo. Signage can also be added. The Board was in agreement. R. Heath offered more caution tape if needed.

V. MacDonald reported on the Planning Board meeting referencing the Connelly property feeling that the Board may want to look at the area on Rand Hill Road.

P. Wittmann reported that the Old Home Week Committee still has not met with plans for a meeting at the Pearson Road Center. There is a possibility of a one (1) day event which might encompass a Car Show and a Town BBQ in the center of Town possibly at Profile Bank.

P. LaRochelle reported that ZBA will be meeting on July 9<sup>th</sup>. Water Bandstand has not met but will be sometime in July. He has not received the photos yet for the public boat launch for further discussion. Signage was placed for caution; there is a 20 inch drop off. On another note he and J. Dever looked at the area of the fans for the air handlers at Town Hall. J. Dever was not aware of anyone putting a roof over them, this cannot be done and he was

surprised he had not been consulted. Two (2) suggestions were made: cutting all the 4x4's flush putting PT 2x4's inside the pipes and put ¾ inch Advantech on top over the pipes for protection. J. Dever suggests not to extend the deck just place three (3) posts in the ground with a fence across and/or lattice with vines leaving the two (2) ends open for ventilation. Vines would require maintenance shrubbery might be better. Different options were provided. Leakage on the unit in the meeting room was discussed and will be looked into. The Board agreed to have J. Dever, Building Official price out the solutions for the area and report back to the Board. B. Holt questioned the proposed air flow.

B. Holt reported on the Milfoil meeting that took place last week and was not able to attend. Next meeting July 16<sup>th</sup>.

R. Wentworth noted the Budget Committee has not met however they are looking into a future date.

**Town Administrator Report** by L. Dionne

A memo was provided and read regarding the June 8<sup>th</sup> Non-Public minutes. L. Dionne asked the Board to re-motion on these minutes to remedy and fix the motions.

June 8, 2020 - Non-Public Minutes

R. Wentworth made a motion to rescind the motion to seal the June 8, 2020 Non-Public minutes and V. MacDonald seconded. Roll call vote:

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

R. Wentworth made a motion to not divulge the June 8, 2020 Non-Public minutes because divulgence of the information would likely affect adversely the reputation of any person other than a member of this Board and render the proposed action ineffective and V. MacDonald seconded. Roll call vote:

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

Seasonal Water Accounts

L. Dionne brought forward the three (3) seasonal water accounts which the owners have asked for an abatement. A legal opinion was provided by Attorney Sessler. R. Wentworth noted the references to several paragraphs from the Water Department rules and regulations. Any water does not need to be prorated because it is a flat rate not a monthly rate regardless of the months mentioned. It is his feeling that they not be pro-rated. These paragraphs should be provided to the Water Department. The consensus of the Board was to stand on their previous decision. L. Dionne mentioned one particular account for consideration. L. Dionne to look into this further and report back to the Board. The Board agreed.

Emergency Management Team

Quotes for the Town Hall, Library and Water Department for PPE hardware installation were provided. At this time, R. Heath, EMT Director was consulted for the discussion. The quote was from Granite State Glass. The bulk is for the Town Clerk/Tax Collector's Office; permanent clear tempered glass will be installed which includes all costs for such. This will come out of Emergency Management. The Town is qualified for 126K through the CARES Act and beyond that the Town would qualify for FEMA under a sub-category called protective measures which includes PPE and any supplies for reopening for protective measures. The Parks and Recreation building was questioned who already have a shield.

P. LaRochelle made a motion to approve the amount of \$2,940 for installation of PPE for the Town Hall, Library and Water Department and P. Wittmann seconded. Roll call vote:

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

Another quote from Mahoney's Plumbing and Heating was provided for the East Side Restrooms for installation of touchless, automated flush toilet/urinals and touch free water for the sinks. The quote is \$4,885. V. MacDonald voiced that the cost was high for the amount of units quoted. This would be a permanent solution moving forward and should be covered under PPE measures; this will not be available forever. This will take care of the public restrooms. The cost for the porta-potties was discussed; it was believed that the costs to date is up to approximately \$1,300/\$1,500. West Side restrooms are already being improved. Mahoney's is available to perform services readily.

P. Wittmann made a motion to approve the \$4,885 for the improvements to the Eastside Public Restrooms as submitted for touchless fixtures seconded by P. LaRochelle.

Further Discussion: B. Holt questioned if the Restroom would be opened up once installation takes place which is the intention. Cleaning issues and supplies were discussed.

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	

**Approval of Minutes**

None

**Consent Agenda Approval**

B. Holt made a motion to approve the Consent Agenda as submitted on June 22, 2020 and P. LaRochelle seconded. Roll call vote:

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

**1. Assessing Department - Land Use Items.**

Administrative Abatements

Malo, 8 Ingalls Terrace, 8-2, \$6,200

Land Use Change Tax

Malo, 8 Ingalls Terrace, 8-2, \$300

Timber Tax

Alden, Valley Road, 3-24, \$207.36

Disability Exemption

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

**2. Police Department.**

Additional Vacation Leave Request: Sgt. Billie Tolios, usage of an additional 40 hours he has in his account for the birth of his second child. Employee Manual Section 3.4.6(a).

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

None

**Non-Public Session:**

B. Holt made a motion to enter into Non-Public Session pursuant to RSA 91-A:3, II (b) and P. Wittmann seconded.  
Roll call vote:

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

R. Wentworth moved at 8:27pm 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>

R. Wentworth moved to approve the hiring of the recommended candidate as discussed in nonpublic at \$28.25 per hour. P. LaRochelle 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>

V. MacDonald questioned the \$1,353.00 expense charged to the Harmony Park Beach CRF and requested information on it.

**Adjournment**

R. Wentworth moved at 8:30pm to adjourn. P. LaRochelle seconded. Motion carried.

Respectfully submitted,

*Mary K. Jarvis*

Mary K. Jarvis  
Recording Secretary

