

ALTON BOARD OF SELECTMEN
Minutes
June 27, 2022
(Approved - July 11, 2022)

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:

The following staff members were present:

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

Agenda Approval

B. Holt 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.

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

None

Appointments

None

New Business

1. Water Department - DOXO/ Online Bill Pay

C. Mitchell, Water Superintendent, approached the table. She stated that she is looking for permission to use this service. Over the years they have had a lot of request for online payments. She spoke with some other municipalities about this service. It is a free online web portal. It allows you to take credit card payments at a cost to the user who is looking to make a payment. It is free for the town. B. Holt stated that the other department in Town that that would be beneficial is the Solid Waste Department. C. Mitchell stated that the Water Department can definitely be the trial phase to see how it would go. There is no obligation to stick with it.

B. Holt made a motion to approve the DOXO online billing for the Water Department and A. Morse seconded with all in favor of the motion.

2. Public Works Department - Recognitions

S. Kinmond, Public Works Director, approached the table. He would like to recognize Jack Housel in recognition of his Road Scholar accomplishments to date. He is continuing on with his education. Also, the Assistant Public Works Director and Water Superintendent, Courtney Mitchell for completing her certified Supervisor Training. It is a pre-requisite to becoming a Certified Public Manager. He is very proud of them both. The Board wished them both congratulations on their achievements.

3. Fire Department - Request for Waiver to Purchasing Policy - Central Station Roof

J. Beaudoin, Fire Chief and P. O'Brien, Captain approached the table. J. Beaudoin stated that there was a leak discovered in the roof of the Central Fire Station in the addition that is on the west side. It comes down to that they are going to continue to have problems until they fix it. They found a company in town, Paragon Roofing. Their quote is just over the \$10,000.00 limit. The contractor can start in two weeks. He would like to get this going. B. Mitchell doesn't have an issue with this. He stated that Paragon is a very reputable company. Discussion ensued about what materials will be needed. P. O'Brien stated that that would not be known until they remove what is there.

B. Holt made a motion to waive the Purchasing Policy of \$10,000.00 without going out to bid and approve not to exceed \$15,000.00 for the replacement of the roof on the Central Fire Station west wing and A. Morse seconded with all in favor of the motion.

4. Fire Department - Bidding Consortium Request

J. Beaudoin and P. O'Brien remained at the table. P. O'Brien stated that the idea of participating in a coop bidding situation came up recently as they were pursuing the purchase of the tanker. The apparatus and vehicle market is sky rocketing like everything else. They reached out to several companies and ended up with Sourcewell. He explained it is essentially Minnesota state bid opened up to the whole country. It started as a school bidding consortium which opened up to the state and is now national. Every few years they go out to bid with a full proposal process, public notices, advertisements, rtf openings, evaluations, and awarding of contracts just like a normal municipality would. It meets most communities bidding and purchasing requirements. Sourcewell will offer discounts on big dollar value vehicles. It is free to join. It doesn't stop at fire trucks. It is portable radios, ambulances, construction equipment. It could be a great benefit to the Town. B. Holt thinks we should give it a try. S. Kinmond approached the table. He did use this in Moultonborough. The particular vehicle that they are looking to replace is the only tanker. In 2024 it will be 20 years old. This is 400-600 days out as of today. A. Morse asked if this one would be traded in towards the new one. P. O'Brien stated that is the idea. He has gotten three quotes back. He would like to move forward in ordering this in the relatively near future. That way they have it for 2024. B. Holt asked how it works on the Sourcewell side. P. O'Brien explained the process.

B. Holt made a motion to allow the Fire Department to go out for quotes from Sourcewell as presented for the truck 2004 E-one and the new one to be purchased out of the capital reserve now in order to have it by 2024 and A. Morse seconded with all in favor of the motion.

5. The Dive - Liquor License Request

B. Holt made a motion to deny the request by The Dive per the recommendation of the Town Building/Code Enforcement Officer and A. Morse seconded. B. Mitchell stated that he read the recommendation. He feels that these people have been dragged through the wringer since the day that they tried starting this. They are great people. The vote was called with all in favor of the motion.

Old Business

1. Public Works Department - 2022 DPW Fleet Equipment Bid - Award

S. Kinmond, C. Mitchell, J. Housel, Highway Foreman and S. Simonds, Solid Waste Superintendent approached the table. S. Kinmond handed out a new spreadsheet. He stated that not everyone could meet all the bid specifications. He stated that everyone that is at the table had been involved in the evaluation of the equipment. He explained how they are trying to replace equipment. He asked the Board how they would like to proceed. B. Mitchell asked what they were looking at for delivery time. S. Kinmond explained the different time frames. He doesn't think that the funds can be co-mingled from the warrant articles. It is earmarked for a specific purpose. The difference between the equipment was discussed.

A. Morse made a motion to purchase the 30,000 lb excavator Link-Belt with a 7 year/ 500 hour warranty and \$139,200.00 with the trade of the Cat 320 Excavator and the two 35,000 lb wheel loaders (Hitachi) with the 5 year/ 5,000 hour warranty for the sum of \$121,500.00 with the trade in of the Cat 938 Loader and the Solid Waste loader at the sum of \$180,000.00 with the trade of the Volvo 60 loader purchased from Chappell Tractor of Concord, NH and the 21T dual axle trailer for the sum of \$13,532.00 with the trade of the 30T Highway Equipment trailer to United Construction of Pembroke, NH and B. Holt seconded. B. Holt asked if the bucket from the Solid Waste loader will fit on the Highway loader. S. Kinmond stated that they will be interchangeable because of the couplers. The vote was called with all in favor of the motion.

2. Winter Road RSA 231:24 - Private Road Billing

R. Heath stated that this was brought to the Board previously. The Board had asked for back up information. This had been established a while back but there was some lapsing with the billing. A decision needs to be made as to whether we are going to start billing again. It was previously handled by Finance but should actually be handled by the Highway Department. B. Holt doesn't feel that we can make the billing work. Every road has its own individual problems. B. Mitchell asked if this is something that needs to be tabled and have Legal look at it.

B. Mitchell made a motion to table until the Town Administrator seeks Legal opinion and A. Morse seconded with all in favor of the motion.

3. Assessing Department - Whitney Consulting Contract Renewal

R. Heath stated that this is for the contracting company that the Town hired to do the reassessment. This is a budgeted item. This is just a renewal of those services. B. Holt asked how long we contracted them for. R. Heath stated that it is his

understanding that they are contracted for the entire duration of the re-eval plus they are still responsible for doing all of the defending.

B. Holt made a motion to renew the contract with Whitney Consulting for the Assessing Department and authorize the Town Administrator to sign not to exceed \$20,375.00 and A. Morse seconded with all in favor of the motion.

4. Fire Department - Fire Boat Sale Request

J. Beaudoin, Fire Chief, and P. O'Brien, Captain, approached the table. J. Beaudoin stated that they are looking to put the old Fire boat on Municibid with a reserve of \$10,000.00. Discussion ensued on how to place it for bid. P. O'Brien asked how long the Board would like it posted.

B. Holt made a motion to utilize Municibid and advertise locally for two weeks and the Board of Selectmen have the right to reject or accept the bids and A. Morse seconded with all in favor of the bid.

Selectmen Reports

B. Holt had nothing to report.

A. Morse had nothing to report.

B. Mitchell had nothing to report.

Town Administrator Report

R. Heath stated that the first thing on the list is that Selectmen LaRoche asked for an update on the Bay Bridge repair. There is a new project manager that has been assigned by NHDOT. The project has been pushed until the year 2026.

R. Heath stated that he looked into expanding the meeting room by removing part of the stage for a table that the Board can use. The issue with doing this is that it will increase the square footage that can be utilized. He presented a quote for a custom table to be utilized on the stage. He explained all of the options that were used. He stated that he had a meeting with the Town's Emergency Management Representative and there is a grant that we qualify for to pay for \$40,000.00. The Town would have to match. We can do some of the other remodeling to get the match.

B. Holt made a motion allow the Town Administrator to move forward with the project of the tables and chairs and seating on the stage utilizing grant funding applications and matching it with the construction project on the third floor and A. Morse seconded with all in favor of the motion.

R. Heath stated that the next thing is the public restrooms in the bay. There have been reoccurring issues with vandalism and a police report for some damage that caused by drug use in the east side bathroom and drug paraphernalia that was shoved down the drain. He would like to have them locked after 8:00 pm at night. During special events they would be closed after the event. Security cameras are going to be installed. The Police Department will take care of locking them at night and opening them in the morning. There was discussion to get automated locks for the doors. It is the consensus of the Board to allow the Town Administrator to move forward with this.

R. Heath presented the PILOT agreement with the Alton Housing for the Elderly, Inc. This is a yearly agreement.

B. Holt made a motion to approve the agreement as presented and A. Morse seconded with all in favor of the motion.

R. Heath stated that the next item is a contract addendum for the Master Pan consultant.

B. Holt made a motion to approve the contract as presented and A. Morse seconded with all in favor of the motion.

R. Heath stated that the next scheduled meeting would have been July 4th. He is recommending that it be moved to the 11th. The next meeting after that would be August 1st. The Board was in agreement.

Approval of Minutes

June 6, 2022 Public Session

B. Holt made a motion to approve the minutes of June 6, 2022 Public session and A. Morse seconded with all in favor of the motion.

June 6, 2022 Non-Public Session

B. Holt made a motion to approve the minutes of June 6, 2022 Non-Public Session releasing #7 and A. Morse seconded with all in favor of the motion.

Consent Agenda Approval

B. Holt made a motion to approve the Consent Agenda for Monday, June 27, 2022 as presented and A. Morse seconded with all in favor of the motion.

1. **Town Clerk's Office**
Annual Civil Forfeiture Warrant for 2022 Unlicensed Dogs
2. **Public Works Department**
James Foley, Reclassification, Solid Waste/Seasonal to G&M/Full Time, \$15.00/hr to \$17.00/hr, effective 6/27/2022
Jack Housel, End of Probation, Highway Department Foreman/ Manager, \$36.41/hr to \$36.66/hr, effective 6/7/2022
3. **Appointment Request**
Milfoil Committtee - Elizabeth Sheehan - 3 Year Term expires 3/31/2025
4. **Fire Department**
Firefighter, Robert DiFava, \$16.00/hr, effective 6/27/2022
Firefighter/EMR, Kenneth Richard, \$17.00/hr, effective 6/27/2022
Trevor Smith, FF/EMT to FF II/EMT, \$17.75/hr to \$18.00/hr, effective 5/12/2022
5. **Land Use Items - approval**

2022 Whitney Consulting Contract

NH DRA 2022 Forms

PA 28 Inventory Form Sheet; Town will NOT use PA-28 Inventory Blanks
State Forest PA-16 Reimbursement Sheet; Valuation of Alton State & Joy State Forests

Current Use Applications

Holmes Land Trust; Map 2 Lot 23-A; Hasenus Lane (off Hollywood Beach Road); \$0
Holmes; Map 2-23-B; 32 New Castle Drive; \$0

Administrative Abatements

West Alton Marina; Map 61 Lot 1-A; Mauhaut Shores Road; \$1,599
Castagnaro Family Trust; Map 73 Lot 18; L/O Sleeper Island; \$1,308
Erwin; Map 65 Lot 17-1; 8 Locomotive Dr; \$59
Landry; Map 8 Lot 49-176; 176 Fox Trot; \$78

Whitney Consulting 2021 Abatement List

Name	Map & Lot	Location	Abatement \$
Klefos	44/34	L/O Black Point Rd	\$0
Pierce	35/10	136 East Side Dr	\$0
Thornton/Liebel	44/35	L/O Black Point Road	\$0
Kroon	54/11	23 Roger St	\$0
King	65/2	1653 Mount Major Hwy	\$0
Richardson	75/45	76 Rattlesnake Island	\$0
Paronich	49/33 & 34	88 Loon Cove Rd/22 Boat Cove Rd	\$0
McKenzie	2/21/1	18 New Cstle Road (Brnstd)	\$0
Cronin Trust	49/28	390 Mt. Major Hwy	\$0

Keslar	21/24	L/O Wolfeboro Hwy	\$0
Barsell	72/14 & 13	10 Frohock Brook Rd & L/O	\$254
Barranco	42/2	82 Sawmill Rd	\$4,097
Tran	34/33/0/18	82 Rand Hill Rd #18	\$30
Smith	80/21 & 20	272 Big Barn Door & L/O	\$561
Lurvey	39/7	27 Georges Road	\$679
Cunio	34/33/28	4 Back Bay Path (CCC)	\$124
Garvey	3/10	L/O Chamberlain Rd	\$300
Mahoney	33/60; 63; 58	L/O Bay Hill Rd (all 3)	\$1,022
Mercer	73/12	L/O Sleepers Island	\$1,726
Mooney	79/9	646 Rattlesnake Island	\$844
McCarthy	9/14/30	172 Windswept Dr	\$106
Dionne	31/15	110 Letter S Road	\$115
Crescitelli	71/205 & 204	L/O Marsha Drive (2 Lots)	\$200
Gustafson	37/12/1	L/O East Side Drive	\$360
Youngren Trust	37/12/2	L/O East Side Drive	\$360

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)

None

Non-Public Session

B. Mitchell moved at 8:32 pm to enter into Nonpublic Session under RSA 91-A: 3, II, a (employee matters), b (hiring), c (reputation), d (acquisition of property), and l (legal). R. Holt seconded. Roll call vote:

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

At 8:32 pm Chairman Mitchell convened the nonpublic session with the following people present:

- B. Mitchell, Chairman
- A. Morse, Selectmen
- R. Holt, Selectmen
- R. Heath, Town Administrator
- T. MacDougall, Police Chief

Five-minute recess

B. Mitchell moved at 10:20 pm to exit nonpublic session. A. Morse seconded. Roll call vote:

B. Mitchell - yes P. LaRochelle - Excused R. Wentworth - Excused
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
R. Holt - Yes

P. LaRochelle - Excused
A. Morse - yes

R. Wentworth - Excused
Roll call vote carried unanimously.

Public Actions:

B. Mitchell motioned to hire Danielle Morin as a new full-time officer with a starting rate of \$27.50 per hour based on training and experience. R. Holt seconded. Motion carried.

Adjournment

B. Mitchell moved at 10:22 pm to adjourn. R. Holt seconded. Motion carried.

Respectfully submitted,

Stacy L. Bailey
Recording Secretary