

ALTON BOARD OF SELECTMEN  
Minutes  
July 6, 2020  
Approved – July 13, 2020

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Chairman Wentworth called the meeting to order at 5:30pm, in front of 21 Depot Street for a site visit. The following staff members were present:

Reuben Wentworth, Chairman  
Virgil MacDonald, Vice Chairman  
Philip V. Wittmann, Selectman, Excused Absence  
Paul LaRochelle, Selectman, Excused Absence  
Bob Holt, Selectman  
Elizabeth Dionne, Town Administrator  
Ken Roberts, Highway Manager

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.

Ken Roberts, Highway Manager, explained the proposal to replace the old granite block culvert under the spur, which is off Depot Street. The spur is a Town Right of Way, which leads to the Fiore Property (19 Depot St). The spur runs off Depot Street between the Police Station (15 Depot St) and the Patterson residence (21 Depot St). The spur dead ends at the Fiore property (19 Depot St) where a water line continues to the left through a meadow. The two telephone poles will be removed on the left side of the spur. A new pole will be constructed on the right side of the spur by the walking trail. There will be guidewires and two feeds to the two closest residential homes - 19 and 21 Depot St. The Town property line is at the granite block wall along the Fiore property and runs parallel to the walking trail. The Town property line continues westerly behind the Police Station where there is a brook, which is lined by a row of evergreens along the northerly side of the brook. By removing the two telephone poles along the left side of the spur, this will enable the Town to replace the old culvert underneath the spur with a 15" culvert. A catch basin will be installed in front of 21 Depot. Gravel will be used. The spur will be repaved to the Town property line. The Board's consensus was in agreement with the proposal.

The Board recessed at 5:40pm and returned to the Town Hall.

Chairman R. Wentworth re-convened the meeting at 6:00 PM and J. Beaudoin, Fire Chief 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, Excused Absence  
Bob Holt, Selectman  
Elizabeth Dionne, Town Administrator

R. Wentworth announced:

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Chairman Wentworth explained the site visit on Depot Street. The proposal was to understand how we could fix the current drainage issues. The Board was asked for any comments/concerns then asked for a motion to approve the realignment of the spur road off of Depot Street so that the drainage issues can be fixed. B. Holt feels that everything sounds good but feels that there should be a laid out plan in writing with everything being built to that plan. V. MacDonald voiced that we have relied on the Highway Manager for years and if we start having drawings made then the price will increase significantly. B. Holt feels it can be done in house but should be documented with elevations, etc. At this time, K. Roberts, Highway Manager joined the meeting remotely. K. Roberts can lay out the area but has never done this in the past for any of the roads or work. GIS was mentioned for moving into the future. B. Holt further questioned a previous project that was done on Dan Kelley Drive on the paved section with drainage, feeling it may not be correct; without plans it is hard to know and is a concern. Engineering can be done and is recommended for certain named roads. K. Roberts feels having this area engineered is a bit extreme for a 150' section; this is the Board's decision. Currently there is no elevation with the present culvert.

R. Wentworth made a motion to approve the Highway Department recommendation to fix the spur road off of Depot Street towards the Fiore property with a culvert running all the way to Depot Street across the road then repave it, realigning it, to the Town property and V. MacDonald seconded. Roll call vote:

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

K. Roberts asked for a consensus on the poles that were discussed during the site visit. Roll call consensus:

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

Approved, the Coop will be notified in the morning.

#### **Agenda Approval**

#### **Announcements**

None

#### **Emergency Management Update**

None

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

None

#### **Appointments:**

None

#### **New Business:**

1. Old Home Week Committee - Establish Facebook Page

P. Wittmann mentioned that this was something that the Committee discussed back in March however with COVID the meetings stopped happening. With a Facebook Page it would allow more visibility and possible input from the public. This was compared to the Planning Facebook Page. At this time, April Boles remotely joined the meeting. She offered to either set up the page or work with J. Monaco to set it up whichever the Town prefers.

R. Wentworth made a motion to approve the establishment of a Facebook Page for the Old Home Week Committee to work with J. Monaco, IT Director and B. Holt seconded. Roll call vote:

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

2. Fire Department - Bid Award Engine 4

J. Beaudoin, Fire Chief was present at the meeting. The Board was informed that auction closed this morning at 9:00 AM. The final bid was for \$15,099. There were 1794 views and there were 40 bids. It was also placed on Facebook. The bidder was from Maine. The minimum bid was set for 10K. The winning bidder was Brian Matthews.

R. Wentworth made a motion to award the bid for Engine 4 from Brian Matthews in the amount of \$15,099 and P. Wittmann seconded. Roll call vote:

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

J. Beaudoin informed the Board that they have a lot of surplus items geared to the fire industry and feels that this would be the avenue to place them. A list will be provided to the Board of the surplus items. Kudos to the Chief and P. O'brien for bringing this option forward.

3. Highway Department - Roberts Cove Tree Removal Bid Specifications

K. Roberts, Highway Manager remotely rejoined the meeting. All trees (220+) felt necessary will be taken down from one end to the other. There are no concerns from the abutting property owners.

R. Wentworth made a motion to approve the Roberts Cove Tree Removal Bid Specifications as presented and P. Wittmann seconded. Roll call vote:

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

4. Highway Department - Line Painting Bid Specifications

This is for a 3 year contract. R. Wentworth noted that line painting was spoken about during the EMT meeting today R. Heath, Police Chief met with the foreman on the job about 3-D Crosswalks that gives an image of a barrier that potentially slows things down. The Chief will be meeting with K. Roberts to discuss. This will include line painting at the Village Store. Not all lines were painted today and will be upon their return. New within this bid is a clause to have all the work completed prior to June 15<sup>th</sup>. Weather plays a factor. B. Holt questioned the three (3) year asking if this is advantageous to the Town; K. Roberts feels it is for both the Town and the vendor. Yellow lines were mentioned and would require additional funds during budget season. In addition, B. Holt questioned whether other options such as color or brick have been looked at; DOT would need to approve. K. Roberts mentioned vinyl however he feels that what is currently done is most cost effective.

R. Wentworth made a motion to approve the Line Painting Bid Specifications (3 year) as presented and seconded by B. Holt. Roll call vote:

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

5. Highway Department - Stone and Gravel Bid Specifications

This is for a three (3) year contract.

V. MacDonald made a motion to approve the Stone and Gravel Bid Specifications (3 year) as presented and P. Wittmann seconded. Roll call vote:

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

6. Highway Department - Catch Basin Cleaning Bid Specifications

This is for a three (3) year contract. B. Holt questioned how many catch basins are located within Town. K. Roberts does not have an exact amount in front of him. This is bid out on an hourly rate opposed to how many catch basins. Newly added catch basins on various roads were mentioned. K. Roberts will provide the information to the Board. Some need more attention than others. B. Holt feels with the addition of catch basins it might be beneficial to purchase the equipment for the Town to clean them themselves. Other technical pieces of equipment should be investigated prior to this but would be the Board's decision. Options can be investigated in the future.

V. MacDonald made a motion to approve the Catch Basin Cleaning Bid Specifications (3 year) as presented and P. Wittmann seconded. Roll call vote:

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

7. PSNH Pole Petition #41-0751 - Dudley Road

R. Wentworth noted that the next four (4) items are all Pole Petitions from PSNH for Dudley Road, O'Neil Road, Stonewall Road and Prospect Mountain Road. They were voted on in one (1) motion.

R. Wentworth made a motion to approve the Pole Petitions for Dudley Road, O'Neil Road, Stonewall Road and Prospect Mountain Road as presented by PSNH and B. Holt seconded.

Further Discussion: V. MacDonald voiced that they have changed the way that these are written for the ROW's. K. Roberts rejoined the meeting remotely and doesn't have any issues with the way they are written.

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

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

8. PSNH Pole Petition #41-0755 - O'Neil Road

Previously voted on in #7.

9. PSNH Pole Petition #41-0761 - Stonewall Road

Previously voted on in #7.

10. PSNH Pole Petition #41-0803 - Prospect Mountain Road

Previously voted on in #7.

11. Oil and Propane - Approval for 2021

A proposal was prepared by J. Legere, Deputy Finance Officer and provided to the Board for Oil and Propane costs for 2021 with the pricing that was offered by various vendors. The recommendation is to use CN Brown for Oil and Eastern Propane for Propane who are the current vendors that the Town uses. V. MacDonald questioned the reason

for not using Rymes opposed to CN Brown. L. Dionne explained that this is due to a 50 gallon minimum delivery that is offered which was the issue in past years. There has never been any issues in the past with these vendors.

B. Holt made a motion to approve the recommendation for CN Brown for Oil and Eastern Propane for Propane for 2021 as presented.

Further Discussion: V. MacDonald asked how much fuel does the Town use during the year. L. Dionne did not have that information readily available. V. MacDonald feels that the difference in pricing will add up over time. K-1 was discussed.

The motion on the table was called. P. Wittmann seconded. Roll call vote:

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

### Old Business:

None

### Selectmen Reports

B. Holt had nothing to report.

P. Wittmann reported that the Old Home Week Committee has not met with an upcoming meeting soon. The current status is for just a Car Show and food trucks but is not sure how they will be arranged. The Fire Chief spoke about the Chicken BBQ which he noted is run by the Fire Association and is not aware of timing for planning for the event.

V. MacDonald had nothing to report.

R. Wentworth met with the Emergency Management Team reporting that things are moving along nicely. Town Hall opened without issues and is very positive. Revenues are coming in to the Collector's Office and are very good. A thank you to the taxpayers was voiced.

### Town Administrator Report by L. Dionne

For informational purposes L. Dionne brought forward the cancellation of Old Home Week and the Fireworks display. Due to the cancellation of the Fireworks this year the Board had asked for a way to fund the repairs of the Town boat launch. An email was provided to the Board from L. Parker, Finance Officer explaining that the money saved by cancelling the displays could be used to repair the boat launch. K. Roberts is to provide the cost from the marine company for installation of the concrete slabs.

### Approval of Minutes

#### June 29, 2020 - Regular

B. Holt made a motion to approve the minutes of the Regular Session, June 29, 2020 as presented and P. Wittmann seconded. Roll call vote:

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

#### June 29, 2020 - Non-Public

L. Dionne informed the Board that #1 & #2 were previously sealed #3 was released and recommended that these remain as such. The Town Hall Greeter is working out well; her name is Katie Wood.

R. Wentworth made a motion to approve the minutes of the Non-Public Session, June 29, 2020 as submitted (releasing #3) and B. Holt seconded. Roll call vote:

B. Holt, yes                      P. Wittmann, yes  
V. MacDonald, yes              R. Wentworth, yes  
R. Wentworth asked that a legal opinion be obtained on resealing of the Non-Public minutes.

**Consent Agenda Approval**

V. MacDonald made a motion to approve the Consent Agenda as submitted on July 6, 2020 and P. Wittmann seconded. Roll call vote:

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

**1. Assessing Department.**

Timber Tax  
Anderson, 1757 Mount Major Highway, 66-5, \$183.80

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

None

**Non-Public Session:**

R. Wentworth moved at 6:55pm to enter into nonpublic session under RSA 91-A:3,II,a,e. V. MacDonald seconded. Roll call vote:

V. MacDonald - yes                      P. Wittmann - yes                      R. Wentworth - yes  
R. Holt - yes                              Roll call vote carried unanimously.

R. Holt moved at 7:04pm to exit nonpublic session. V. MacDonald seconded. Roll call vote:

V. MacDonald - yes                      P. Wittmann - yes                      R. Wentworth - yes  
R. Holt - yes                              Roll call vote carried unanimously.

R. Wentworth moved to “not divulge” the minutes because divulgence of the information likely would affect adversely the reputation of any person other than a member of this board and could render any proposed action ineffective. P. Wittmann seconded. Roll call vote:

V. MacDonald - yes                      P. Wittmann - yes                      R. Wentworth - yes  
R. Holt - yes                              Roll call vote carried unanimously.

**Adjournment:**

V. MacDonald moved at 7:05pm to adjourn. P. Wittmann seconded. Motion carried.

Respectfully submitted,

*Mary K. Jarvis*

Mary K. Jarvis  
Recording Secretary