

ALTON BOARD OF SELECTMEN

Minutes

July 16, 2018

6:00 PM

1 Monument Square

Alton, NH 03809

Approved: August 6, 2018

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Cydney Shapleigh convened the meeting at 6:00 PM and led the assembly in the Pledge of Allegiance to the Flag and a Moment of Silence. The following staff members were present:

Cydney Shapleigh, Chairwoman  
John Markland, Vice Chairman  
Virgil MacDonald, Selectman  
Philip V. Wittmann, Selectman  
Reuben Wentworth, Selectman  
Elizabeth Dionne, Town Administrator  
James Sessler, Town Attorney

**Approval of Agenda**

Reuben Wentworth made a motion to approve the agenda and Virgil MacDonald seconded with all in favor of the motion.

**Public Hearing:**

**West Alton Community Center**

The purpose of the Public Hearing is to determine the fate of the West Alton Community Center. The Town became the owners of this property through a trust that was done a number of years ago through the Clough family. It was meant to benefit the people of West Alton. It has not been used in a number of years and seems to be in disrepair needing quite a bit of work. Funds were approved at the last Town Meeting for the roof replacement. There have been questions as to whether or not this is in the best interest of the Town. The Board felt it was important to give everyone especially the residents of West Alton of which this was built for and meant to serve an opportunity to come in and voice their thoughts and feelings as to how to proceed. Each person will have an opportunity to speak once limited to three (3) minutes before being allowed to speak a second time. The hearing will remain open as long as new information is being presented. Attorney Sessler is present to answer questions.

David St. Cyr requested that Attorney Sessler give a status of the access between the two (2) buildings.

Attorney Sessler responded that there is the Fire Station property and the Community Center property with property in between owned by the Fortier Trust. An easement deed was identified that Barbara Fortier granted to the West Alton Firemen's Association benefiting the Fire Station, which granted an easement across the property to the leach field that existed and assumes it still exists on the Community Center property. The Fire Station uses the leach field, which is on the Community Center property. The Easement is still in place and has not been retracted that he is aware of. The easement states that it is to be used so long as the West Alton Firemen's Inc. owns the property where the Fire Station is; technically, they don't own it any longer it is owned by the Town. It is likely that Probate Court would say we stand in the same shoes as the Firemen's Association and have the same rights that they have. There is also a License Agreement for the Community Center for a footpath between the two (2) properties. There is a footpath easement across the Fortier property to get to the Community Center if you park at the Fire Station. A license is a lesser interest in property than an easement; a license can be retracted at any time by the person that granted the license, it is his understanding that the property is now owned by a trust and they would have to retract the license and Attorney Sessler is not aware that this has been done. In addition, it is his understanding that there is a common well and a water line between the two properties, no easement has been found for the water line and has been done by sufferance. There is no easement that has been done for it. There is no easement for parking on the Fortier property so all parking for the Fire Station and the Community Center would have to be on the separate properties. If the license is retracted then people parking at the Fire

Station would have to walk on the state right of way. The right-of way has not been defined yet. In Addition, Dave asked if the easement between the two (2) buildings is defined or is it happenstance, wherever you happen to walk. It is not defined; there is likely a common area where people walk probably directly from the Fire Station to the doorway of the Community Center. Dave noted that at the last Public Hearing the owner came in and retracted the easement. Attorney Sessler stated it must be in writing and he has not seen it in writing yet.

Dave St. Cyr speaking as a Trustee and interest holder, owns the building by deed as a Trustee and there is 8K+ in the Trustees checking account that cannot be spent to help. It can be given back but it cannot be spent. The Trustees do not want to be property owners and would love to give the property back to the Town. Speaking as a resident since 1994 and property owner/taxpayer since 1982 he has never, since living here, seen the center being used. If there was anything historical about the building that was worth keeping he would be okay with keeping it. A comment was made about the kitchen having been a one-room schoolhouse and if it had been restored then it would destroy anything being historical with a renovation unless the NH Historical Society granted such permission. On a personal perspective, he would prefer to see the building demolished rather than it becoming a "money pit". The people did approve 10K at the March election to renovate the roof. There are other problems and if anything happens to the easement what would happen; you would have one without water and one without septic effectively taking away the public use of the two buildings. His recommendation is to take the 10K and use it to demolish the building and put the piece of property up for sale and if the choice is not to demolish then someone needs to make a decision to keep it, refurbish it and continue to spend and spend.

Cydney Shapleigh noted that the Warrant Article was specific to the roof repairs and could only be used for such unless voted on by the Town's people to change the intended use. In addition, the way the trust was written so long as it remains in the Firemen's Association Inc. the right-of-way stands, it came to the Town through a sub-section of the trust, as they no longer are in existence then the Town took over the property. It is likely but not guaranteed that the Probate Court would uphold the right-of-way. It is only fair that we make this information available.

Attorney Sessler stated that we hold the deed specifically for the benefit of the people of West Alton and generally for the rest of the citizens of Alton. It is to be held primarily for the Fire Station to provide for fire support and better response time and for the Community Center as a sub-set to that to give them a place that could be used. It is not the Town's fault that it has fallen over time into disrepair; this was inherited. It cannot be demolished, permission would need to come from the Attorney General's office. If we don't have the support of the West Alton residents this may or may not happen. No matter what permission needs to be granted through the AG's office. There isn't much cost associated, other than the maintenance each year. If the Selectmen decide they want to keep the building and ask for more money then it would need to be done through the budgetary process. If the Selectmen choose for it to be torn down then they will need to Petition the Probate Court giving the court its reasons. Cydney Shapleigh noted that there were some court issues and we were not able to use the money to do anything to the building until it was resolved. A full assessment of the building needs to be done, it may become a CIP long-term item.

The following residents brought forth their concerns and comments regarding the Community Center:

- Peter Sediquist; building usage, building should be saved, purpose of the structure, pointing of the foundation renovations, historical value, parking
- Kendra Kantar; renovations, mural (missing), size of the fire station, shared sewer and water, selling is questionable
- Russ Wilder; lack of usage and access due to parking, potential of the Fortier Trust helping with land, conservation project
- Elizabeth Domonick; Firemen's fund, functions, scholarships, gatherings, potential to hold events/meetings, binding agent, lack of knowledge of the purpose of the building, in favor of saving the building
- Joseph Mankus; fan of old buildings, process/purpose of the hearing, decision/fact finding, in favor of saving the building
- Kelly Shepard; wedding reception/family functions, usage, further in disrepair, grounds upkeep, in favor of saving the building
- Denise Croteau; usage, attended many events, why such disrepair, in favor of saving the building
- David St. Cyr (Trustee); trustees not managing the building, deed holder, building already in disrepair when received, leaking roof, disagreements with the Town

- Elizabeth Domanick; disrepairs for the Fire Association (roof and floor), legal issues, costs for repairs, community involvement/participation (may offer time)
- John Dever; photos from 2016 show the disrepair when building was received, overview report of the building, roof shingles, overall structurally sound, chamber septic system, no heating system, foundation work, chimney removal, bathrooms clean and functional
- Derek Pappaceno; great memories, lot of work, plans for the future in place, maintenance
- Joe Mankus; urged the Selectmen to hold off on making a decision, feels there is much more interest than being displayed tonight, volunteered his time

At this time, Cydney Shapleigh closed the Public Hearing.

Reuben Wentworth asked Attorney Sessler about the Quitclaim Deed recorded March 8, 2016 that was provided to the Board reading an excerpt from it regarding a right-of-way for a water pipe. The original description has not been changed when it was conveyed from the Firemen's Association to the Town of Alton. This is the same description as when it was conveyed from Col. Clough so he was reserving it for his family to be able to use the water and right-of way. His thought was there are a number of mechanisms the Town could use if the decision is to keep the property. The first thing would be to speak with the trust and the family about coming to a voluntary agreement for obtaining more land for parking particularly if they know that we are trying to reserve the property for the residents of West Alton. The hope would be that the family would recognize this is what Col. Clough would have wanted. If the negotiations don't work then there are a number of opportunities that the Town has to obtain such rights. The best thing to do is to try to negotiate an agreement. Reuben stated that parking really isn't an issue, with parking out back at the Fire Station and enough within the right-of-way, a sidewalk could be installed from the Fire Station to the Community Center. We need to come up with an assessment of what it would cost and what the plan would be for how many years it would take to get the building ready for usage. Attorney Sessler believes that there are formulas that are used for certain sizes and what the capacity would be, parking spaces necessary etc. believing that the water and septic will not be a problem; big events probably would present an issue but smaller events should be okay. Parking is going to be the biggest challenge however trying to negotiate with the family is an option and if this doesn't work there are other options. Reuben voiced that the Highway Department installed a tarp over the deteriorated tarp and before that tarp fails, the Town Administrator should at least go out and get quotes for replacing the roof on the building. We do have that obligation and do not want it to become a safety hazard. In addition, the grounds should be maintained and possibly looking for a cost to paint the outside; the roof is the most important. The Town does have money available, which was voted upon by a good majority of the Town's people. We should get the roof replaced.

David St. Cyr asked if once the roof is repaired is the building structurally sound enough to put capacity inside the building as it stands currently. John Dever responded he doesn't see why not. Structurally underneath the supports are in good shape however there is work that would need to be done under the kitchen where it needs work but the main section is very solid and sound.

Attorney Sessler suggested that potentially the Town Administrator should speak with the family who controls the trust to see if they would be willing to talk about some additional parking so that the Town might get it by agreement.

It was the Board's consensus to get a bid drafted for the roof repairs for the next meeting.

#### **Announcements:**

- A BBQ with refreshments will be held on Monday, July 23, 2018 from 5:00 PM to 7:00 PM at the Alton Fire Department, 65 Frank C. Gilman Highway to welcome the new Fire Chief, James Beaudoin

#### **Appointments:**

1. Household Hazardous Waste Annual Status Update

This appointment has been postponed; the presenter was unable to attend.

2. Trustee of Trust Funds Annual Status Update

David St. Cyr, Chairman of the Trustee of Trust Funds was present to give a status update on the funds maintained by them on behalf of the Town. The following report was provided:

*2018 Annual Trustee of Trust Funds Summary Report*

*Citizens of Alton, New Hampshire*

*This summary report represents the financial status of the funds entrusted to the Town of Alton Trustees of Trust Funds. The funds values are as of 31 June 2018.*

*At this time I would like to extend a thank you to Roger Sample, who ran for and was elected to the Trustee of Trust Funds for a 3 year term.*

*I would like to take this opportunity to congratulate the 2018 annual scholarship recipients from Prospect Mountain High School. The recipients for 2018 are as follows:*

<i>Bonnie Simpson Scholarship \$500.00</i>	<i>Kayley Hoyt</i>
<i>Joe and Winona Houle Scholarship \$1000.00</i>	<i>Maddison Foss</i>
<i>Messer Scholarship \$500.00</i>	<i>Naomi Ingham</i>
<i>Klaus Beimann Science Scholarship \$3000.00 each</i>	<i>Gabriela d'Empaire-Poirier</i>
	<i>Victoria Bassett</i>

*The funds that the Trustees oversee for the town and school district are as follows:*

<i>Town Capital Reserve funds: Meredith Village Savings Bank</i>	<i>\$1,788,988.43</i>
<i>Alton Central School/Prospect Mountain High School: MVS</i>	<i>\$ 845,054.91</i>
<i>Various Trust Funds: Charter Trust Company (Cash Value)</i>	<i><u>\$2,575,309.61</u></i>

**Grand Total:** **\$5,209,352.95**  
*This total represents the 31 June 2018 cash value*

*The Trustee of Trust Funds are a 3 member elected committee. We meet the 3<sup>rd</sup> Monday of every month at 10 AM at Town Hall.*

*Respectfully submitted,*

*Trustees of Trust Funds  
David St Cyr, Chairperson  
Brad Smith, Member  
Roger Sample, Member*

**New Business:**

1. Parks and Recreation Department; Stone Wall and Concrete Cap Repair Bid Recommendation

This item has been postponed.

2. Boston Post Cane Request
  - o Note: (To be presented on July 29, 2018 at the American Legion between noon and 3:00 PM)

Mary Jarvis was called upon to speak on behalf of the awarding of the Boston Post Cane nomination request. It was the recommendation to nominate and present to the requested recipient. No other request have been made recently.

Cydney Shapleigh made a motion to approve the nomination for Gerald Row for the Boston Post Cane and Virgil MacDonald seconded with all in favor of the motion.

**Old Business:**

1. Water Bandstand Committee Recommendation - Approval

A recommendation was provided for various items for approval for the Water Bandstand Committee.

Reuben Wentworth questioned the time frame for the leveling and blocking of the deck from Winnepesaukee Marine Construction. John Dever responded that there is no specific date however they anticipate it to be sometime in the fall or when the water level is down; this has not been confirmed.

Reuben Wentworth made a motion to recommend the expenditures for the Water Bandstand Committee as presented for \$11,216.85 which includes several different businesses, volunteer work is all under the 5K limit and Phil Wittmann seconded with all in favor of the motion.

2. Jones Field Upgrade Recommendation - Approval

Reuben Wentworth made a motion to approve the Alton Youth League recommendation of the new shed quotes from Falcon Sheds to be purchased for the Jones Field Upgrades and Cydney Shapleigh seconded with all in favor of the motion.

3. Highway Department; 2001 Mack Truck with Plow and Wing Bid Recommendation - Approval

It was noted that the recommended amount was higher than the original presented trade amount.

Reuben Wentworth made a motion to award JD Remillard Excavation of Weare, NH the 2001 Mack Truck for the price of \$6,875.00 and Cydney Shapleigh seconded with all in favor of the motion.

4. On Premise Cocktail Lounge Liquor License; The Dive, LLC, Merriam Jamison, member/manager, located at Lake Winnepesaukee, 23 Riverlake Street, Alton Bay

Discussion ensued amongst the Board regarding issues and concerns in reference to the ownership, business office location within a private residence, the location of the boat in another community (Gilford), the liquor commission investigation of the business, potential storage of liquor at the physical location; noting this is a very odd situation. The biggest concern is the location of the business office being in a residential zone and not knowing who the owners actually are; it doesn't seem very forthcoming. Liz Dionne did speak with the four (4) department heads involved, Police, Fire, Building and Planning; they are okay with it. At this time John Dever, Code Officer approached the Board to explain that no alcohol will be consumed at the business office location it will be on the boat but need to have this physical address for the office. This would be considered a home office. The State will do a more in depth investigation. Liz noted that if the Board chooses to deny the permit then the applicant has a right to have a Public Hearing at the Liquor Commission headquarters and the Town would need to be present to testify as to the reasons for the denial. A comparison was made to the Mt. Washington being a similar situation.

Virgil MacDonald made a motion to approve the request and John Markland seconded. The vote was 3 approved and 2 opposed; Reuben Wentworth and Phil Wittmann.

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

None

**Selectmen Reports**

Reuben Wentworth had nothing to report.

Phil Wittmann met with the Parks and Recreation Commission who discussed changing the name of the Quinipie Trail renaming it the Merrymeeting River Walking Route due to feedback that it is not really a trail and labeling it with signage. In addition, public participation for the Commission meetings was discussed; it will be the same as at Selectmen's meetings. Light-up-Night traditionally ABA decorated the large tree at Ginny Park the thoughts were for Parks and Recreation to possibly use the tree in front of Town Hall; ABA will be consulted for their input. Kellie Troendle has spoken with the state prison regarding their work teams and the possibility of them assisting with the Cemeteries. Elizabeth Shelton will present the proclamation to the Barbershoppers.

Virgil Macdonald had nothing to report.

John Markland had nothing to report.

Cydney Shapleigh had nothing to report.

### Town Administrator Report by Liz Dionne

#### Assessing Department Data Collection

Liz Dionne requested that Tom Sargent, Tax Assessor approach the table to discuss items that came up at the last Board meeting.

Reuben Wentworth feels that when the Assessing Department wants to enter a person's home it is a violation of his/their privacy and a violation of the Constitution. He understands there is a lot that the Assessing Office has to do and compared it to the valuation done in the 1990's. Reuben inquired if the reevaluation is done by neighborhoods every year. Tom explained that the ten (10) year plan is a thing of the past, RSA 75:8a it is a five (5) year valuation and states "The assessors and/or Selectmen shall reappraise all real estate within the municipality so that the assessments are at full and true value at least as often as every fifth year. Data collection for the first five (5) years is collected by both interior and exterior inspections of each improved properties, letters go out to let the people know ahead of time that we will be in the area and why. If there is an issue with this they can call the office at any time. If someone does not want us on the property, we take as much information verbally; we don't twist anybody's arm to do that. Salary information for the Data Collector was given for 2007 to 2011 @ \$18,400 for each year and 2012 to 2017 @ \$12,000 for each year. There are approximately 4000 improved properties each year. In the five year plan there are 800 properties a year that need to be data collected and required to be done by the Data Collector. In the second five (5) years of the data collection only a walk around is done. The data collection is very important because we find properties with improvements with no building permits issued, this affects all taxpayers; additions, decks, sheds, patios etc. are picked up during this collection process. The only time a property is visited each year is if there is an open building permit. Salary information was provided for surrounding Towns. After the updates are done the DRA gets involved and when values are changed a Uniform Standard of Professional Appraisal Practices is reported and reviewed by DRA for approval. A statistical update done each year. There are ratios and guidelines that need to be complied for the State, if we fall out of line then the State gets involved therefore staying with the market is important bringing everybody up to full value. The measurers salary was explained which is \$23.00 per parcel since 2006 and he has never asked for an increase; in 2018, it was increased to \$24.00 per parcel. The facts and figures are based off of sales prices not appraisals. No update will be done this year. We have new software going in place through Avatar with Vision going away January 1<sup>st</sup>. The department has completed entering all the sketches, tax credits and exemptions; this saved the town over 11K by doing this in house. Tom feels it is very important to continue with the data collection.

Liz hopes that this satisfies the questions brought forth at the last meeting regarding the revaluation process.

#### Annual Oil and Propane Contract Recommendation

A staff report was provided to the Board with recommendations to approve the contracts for oil and propane for the 2018/2019 season. Reuben Wentworth questioned why CN Brown over AD & G with the pricing being relatively the same was it due to the K1. Liz's response was "no" we currently use CN Brown and we are very happy with them. Liz was not aware of the consumption from last year. This is being brought to the Board for budgeting purposes. The pricing is based on usage and up to 12K for oil for the season, if over then you go to an index rate; pricing changes daily. The quotes expire tomorrow morning at 9:00 AM; this is how the market prices work.

Cydney Shapleigh made a motion to accept the Town Administrator's recommendation of Eastern Propane and CN Brown and Reuben Wentworth seconded for discussion.

Discussion: Reuben Wentworth noted that the offer from CN Brown was for 12,000 gallons for heating oil @ basically \$2.479 per gallon and \$3.099 for K1, it does not say that if we go over the 12K gallons if there an added cost, does it go to the daily rate, does it stay the same at \$2.479; this is the reason for questions/concerns. Liz stated that her experience in the past is that they stay with the rate. Reuben would like to see that in writing and would approve the motion as it stands.

Cydney Shapleigh amended the motion to accept the Town Administrator's recommendation contingent upon an email being sent stating the cost will not change if we go over the usage.

Further discussion: Cydney Shapleigh stated obviously if the price doubles then it would not be the case. Reuben still wants to see something in writing and the other companies gave a little more formal contract. Cydney stated that we have been with CN Brown, they know our consumption and are happy with them. In addition, concerns were voiced about waiting for a future meeting. Delivery has not been an issue in the past.

Reuben Wentworth seconded the motion as long as we have something in writing. The amended motion on the table held with all in favor of the motion.

#### NHMA Legislative Policy Process

Every other year the NHMA Legislative Policy Process is presented to the Board. This year's was provided to the Board for them to review. In 2016, Liz went to Concord to vote on the Board's behalf. Liz is asking the Board to take this, look it over and bring it back to the next meeting with answers as to how the Board wants to vote; Liz offered to vote accordingly on their behalf.

#### Fee Schedule

There was a question at the last meeting regarding the fee schedule with propane tank inspections. Liz found out from the Fire Inspector that underground propane tanks are on the schedule and are listed under the Fire Department as underground tank installation. The Fire Department inspects from the underground tank to the house and the Code Enforcement Officer inspects inside the house. In regards to above ground tanks the Code Officer inspects from the tank to the house and inside the house. Reuben stated that it wasn't propane tanks that he had the concern with it was propane furnaces and boilers. Liz apologized having misunderstanding the concern. His concern is hot air furnaces and propane boilers as it is more dangerous than oil. Liz will check on the issue and the Board was agreeable to an email answer.

#### Annual Fireworks

We are in the process of obtaining the annual pricing for the Firework Displays. We currently use Atlas Fireworks, they are an excellent vendor with no issues. There has not been an increase to their fees in several years. Two (2) sections from the policy manual were provided to the Board regarding contracts and specialty products and not needing to go out to bid. This did go out to bid last year. The cost of the two (2) displays is \$19,500. Section 9.3.4 allows the Board to forgo going out to bid if chosen and Section 9.3.15 allows the Board to waive all requirements.

Reuben Wentworth feels that every couple of years this should go out to bid; this keeps everyone honest.

It was the consensus of the Board to stay with Atlas Fireworks.

#### Gilman Museum Inspection

An inspection report was provided to the Board from the Code Officer for potential work at the Gilman Museum. This stemmed from previous conversation regarding soffit work, sign replacement etc. Liz is looking for direction as the whether the Board wants this to go out to bid or to obtain quotes. Reuben Wentworth believes that it should come in under 5K therefore it would not need to go out to bid. Liz requested that the Board make a motion to approve a maximum of 5K for the improvements. There is a trust fund that will help pay for the improvements but the Selectboard needs to approve using the funds. Reuben suggested capping it at 3K because once the price is out there and contractors get the information then the price may be inflated.

Reuben Wentworth made a motion to "cap" any painting or work for the trim at the Gilman Museum at \$2,500.00 and Phil Wittmann seconded. The vote was 3 approved, 2 opposed, Cydney Shapleigh and Virgil MacDonald.

## Highway Department

Liz is looking for dates from the Board for a Workshop to discuss Highway Road Reconstruction, Road Ditching, CIP, etc. At the last meeting, Selectmen MacDonald wanted all road reconstruction halted so that ditching could be done. Selectmen Wentworth stated that this would not be a good idea. As a result, it was requested to have a discussion with the Highway Manager. Construction is continuing.

It was the consensus of the Board to bring this to the next meeting.

### Approval of Minutes:

Liz Dionne explained the reason for the reopening and amending the June 18<sup>th</sup> minutes.

Virgil MacDonald made a motion to reopen the minutes of Non-Public Session, June 18, 2018 and Phil Wittmann seconded with all in favor of the motion.

Virgil MacDonald made a motion to amend the minutes of Non-Public Session, June 18, 2018 changing the word voted to moved in item #1, 3<sup>rd</sup> line and Phil Wittmann. The vote was 3 approved, 1 abstention, Reuben Wentworth.

Cydney Shapleigh made a motion to seal the minutes of Non-Public Session, June 18, 2018 divulging nothing and Virgil MacDonald seconded. The vote was 3 approved, 1 abstention, Reuben Wentworth.

Virgil MacDonald made a motion to approve the minutes of Public Session I, July 2, 2018 and Reuben Wentworth seconded. The vote was 3 approved, 2 abstentions, Cydney Shapleigh and John Markland.

Reuben Wentworth made a motion to approve the minutes of Non-Public Session, July 2, 2018 divulging #1 & 3 and Virgil MacDonald seconded. The vote was 3 approved, 2 abstentions, Cydney Shapleigh and John Markland.

Reuben Wentworth made a motion to approve the minutes of Public Session II, July 2, 2018 and Phil Wittmann seconded. The vote was 3 approved, 2 abstentions, Cydney Shapleigh and John Markland.

### Approval of Consent Agenda

Cydney Shapleigh made a motion to approve the consent agenda and Reuben Wentworth seconded with all in favor of the motion.

#### **1. 2018 Land Use Change Tax \$5,700**

Van E Hertel Sr	Miramichie Hill Road	Map 15 Lot 9-3	\$5,700.00
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#### **2. 2017 Abatement Denial**

William & Stacie Kiczuk	64 Pipers Point Road	Map 21A-10	\$-0-
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Approval; Highway Department Wage Adjustment: Jack Housel, Heavy Equipment Operator (Loader), \$21.52 hr. to Heavy Equipment Operator (grader) \$22.52.

Approval; Barbershoppers Proclamation Request: August 10-19, 2018 Barbershoppers Jamboree Week and August 18, 2018 Barbershoppers Jamboree Day.

Approval; Pole and Petition License; NH Electric Cooperative #2685, Route 11D, Bell Road and Loon Cove Road.

Approval; Pole and Petition License: Eversource #41-0641, New Castle Drive.



**Public Input II (limited to 5 minutes per person - any Governmental/Town Business)**

Ray Howard approached the Board to try to help clarify the confusion regarding the oil burner permit. He believes you don't need to be licensed to install an oil burner and that is why the Fire Department inspects them. Gas has to be a licensed installer and is just inspected by the Code Official because a building permit has been issued.

Reuben stated that year's ago you had to have an oil burner permit and you did not have to be licensed to be a propane technician this recently has been instituted. You never had to have a license for propane. He feels that someone from the Fire Department should inspect propane boilers.

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

None

**Non-Public Session :**

Cydney Shapleigh made a motion to enter into non-public session pursuant to RSA 91-A:3, II (a) (b) and (e) and Reuben Wentworth seconded. The Board was polled in the affirmative by roll call with all in favor of the motion.

**Roll call vote:**

Reuben Wentworth, yes  
Phil Wittmann, yes  
Virgil MacDonald, yes  
John Markland, yes  
Cydney Shapleigh, yes

**Adjournment**

The meeting adjourned at 7:59 PM.

Respectfully submitted,

*Mary K. Jarvis*

Mary K. Jarvis  
Recording Secretary