

ALTON BOARD OF SELECTMEN

Minutes

July 20, 2020

6:00 PM

1 Monument Square

Alton, NH 03809

Approved – July 27, 2020

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**Convene:** Pledge of Allegiance to the Flag and a Moment of Silence

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 603-8750229 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 requested to amend the agenda adding No Parking signs as #5 under Old Business and P. Wittmann made a motion to approve the agenda as amended and V. MacDonald seconded. Roll call vote:

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

**Emergency Management Update**

J. Beaudoin, Fire Chief, gave an Emergency Management Team update. The EMT continues to meet. They have switched their meetings from twice a week to once a week starting next week. There have been a few changes in Alton as the state has transitioned from the Stay At Home to Stay At Home 2.0. The biggest change has been the opening of the first floor in Town Hall. With the greeter in place out front it has been a very smooth transition. Employees and the public have come face to face again with obvious precautions. The next steps would be opening the public bathrooms in the bay and removing the outhouses that are there. The EMT is hoping to get more public meetings again. Some smaller meetings have been able to take place in the Heidke Room. Chief Heath and Chief Beaudoin will be meeting with the schools to help guide them on a safe opening along with the guidance that was handed down by the Governor. Please remember as things are moving forward Corona Virus is still around and the Town of Alton has done very well to stay healthy and safe. We want to keep that going. Social Distancing is still needed and face coverings are recommended. Wash your hands often with soap and water or alcohol based hand sanitizer. Do not cough or sneeze into your hands and disinfect your work spaces. If you have questions or concerns about how Alton is responding to Corona Virus feel free to contact myself, the Police Chief, or the Public Health Director. For general questions about Corona Virus, the state still has the 211 number set up and the EMT thanks the Board and the community for their continued support and patience. V. MacDonald asked if there were any more new cases in Alton. The Chief stated there are no new cases at this time. R. Wentworth wants to commend the EMT for meeting twice a week and doing their due diligence for the safety of the people. R. Wentworth stated that one thing he would like to see is to have two or three picnic tables moved over to the beach. He stated that Parks and Rec have done an outstanding job keeping the bay picked up.

**Announcements**

None

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

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None

**Appointments:**

None

**New Business:**

1. Fire Department - Staff Coverage

R. Wentworth stated that there is a letter from the Fire Chief requesting additional station coverage. He asked L. Dionne to have the chief come up with what the exact cost would be, what he is requesting, Social Security benefits, and how this will affect the overall budget. J. Beaudoin, Fire Chief, handed out the breakdown of information to the Board. R. Wentworth asked if the Chief had anything on the wages. He stated that the letter gave an amount of up to \$55,000.00. He was wondering if that included FICA and Medicare and other things. J. Beaudoin stated that the amount was just wages. He stated that the retirement system would have to be added to that. He explained how the medical insurance would work depending on the type of policy that would be chosen. V. MacDonald asked if it would be 50 hours a week. J. Beaudoin stated that it would be 48 hours a week depending on training. He stated that it would be someone who would be basically a shift commander, handle the calls, handle the day to day operations. R. Wentworth asked since there is approximately 60% of his budget does he feel confident he can absorb the cost for the new person. J. Beaudoin stated that part time line is already there to fill shifts. He stated that part of his proposed budget there is extra money in there for extra manpower during storms and emergency events. He cut that line by almost 50% to make up most of that money. He stated that in his proposed budget 5 lines have increase but 11 lines have decreased. He stated that this is proposed for next year's budget. He stated that he is just getting the Board's input. B. Holt asked if there were any plans to going to a full-time Fire Department. J. Beaudoin stated that is what he is working towards. R. Wentworth stated that he had no problem with his request going forward next year.

2. New Riverside Cemetery - Engineering Bid List

K. Roberts joined the meeting remotely. He stated that this list is a coordination of the Parks & Rec Director and himself of what they thought was going to be needed for the new cemetery. It should be included within the engineering specifications. The reason it came to the board this way is to ask them if there is anything they would think is missing that needs to be added to this. Just make a note and get them back to him or the Town Administrator. V. MacDonald asked if the borings should go to 7 feet. K. Roberts stated that the borings should be calculated by the engineer. If they determine they need to go deeper than that is up to him to do a proposal for the board. P. Larochelle asked if the State would step in to possibly help with the wall. K. Roberts stated that the State offered the pipe for drainage along Route 28 in order to reconnect back to their pipes. It would be up to the engineer. R. Wentworth asked if the Town of Alton should put in a vault system for the winter time. Lost audio. V. MacDonald stated that it should be added to the list. K. Roberts stated that he would add that to the list. It was the consensus of the board to have K. Roberts get the RFP together.

3. Budget Expenses YTD (R. Wentworth)

R. Wentworth stated that the board asked for mid-year expenses. He did state that he had one concern last week and that was the Water Department. L. Dionne stated that there is an expenditure report at their seats. She stated that it is as of today. It shows the percentage spent year to date. It shows that we are under the percentage from last year. R. Wentworth stated that the one concern that he had was the user fees for the Water Department still affects the Town's bottom line. He stated that there were things like unanticipated expenses for the truck, Levey Park, and the Fire Department. C. Mitchell joined the meeting remotely. She stated that at this time of year is their busy season. There is a lot of digging in the summer. She stated that they have gotten a lot done. They are doing projects as they can to prepare for future projects. She explained the projects they are working on. R. Wentworth stated that her numbers affect the bottom line of the Town and can affect other departments. That was the only reason it was brought up. B. Holt asked what the 6% in parenthesis on the Tax

Revenues means. L. Dionne stated that she was going to bring it up under TA Report but can do it now. The highlighted balance is what has not yet been paid from this tax billing. That is 6% of the total amount due.

**Old Business:**

1. Highway Department - One-Ton Truck Bid Discussion

K. Roberts rejoined the meeting remotely. R. Wentworth explained that the One-Truck bid was put out to bid and no bids were received. K. Roberts stated that they called each dealer that was sent a bid. He would like to send it out to bid. He would like to try one more time and if that doesn't work then go back to the board and ask to use the Fleet Program. R. Wentworth stated that he had the board's blessing and put it back out to bid.

2. Public Boat Launch

K. Roberts remained on the line. K. Roberts stated that the decision he needs from the board is where the money is coming from so the Wetlands Permit application fee. He stated that the 2" stone can be provided from the Highway Department. If they can work fast enough and get in touch with Wnni Marine the quicker it can get done. P. LaRochelle asked what the permit fee would be. K. Roberts stated that he believes \$2,000 total, \$1,600 for the application fee and \$400 was the DES fee. He stated that the total cost will be a little over \$6,000. P. Wittmann asked how long it takes for a permit to come through. K. Roberts stated it can take anywhere from 30 to 75 days. R. Wentworth stated that the fireworks line has about \$14,000 in it because they were cancelled. Discussion ensued as to what lines would be used to pay for the project.

R. Wentworth made a motion the get the work done on the boat ramp and allow the Town Administrator and Finance Director to come up with a line to use to pay for it. Seconded by V. MacDonald.

K. Roberts asked if the motion is to include the proposals for Wetlands application, Shea Concrete for the slabs, and Winni Marine to set the slabs. R. Wentworth stated that it does.

**Roll call vote:**

P. Wittmann - yes  
R. Wentworth - yes

V. MacDonald - yes  
R. Holt - yes

P. LaRochelle - yes

3. Harmony Park - Stamped Engineering Plan

R. Wentworth stated that last week V. MacDonald asked for stamped engineering plans for Harmony Park. He stated that they are at their seats.

4. New Riverside - Irrigation Report

R. Wentworth stated that in their packets there is a memo from K. Troendle, Parks & Rec Director outlining the status of the irrigation at New Riverside Cemetery. He asked the board if it satisfied their curiosity. P. LaRochelle stated that it does explain it.

5. No Parking Signs

B. Holt stated that on the way to the meeting tonight he stopped to look at the signs that were discussed at the last meeting. He asked what the status of the situation was. K. Roberts rejoined the meeting remotely. He stated that the Public Parking Only signs have been ordered. They haven't come in yet. He stated that they are trying to coordinate the guardrail people.

**Selectmen Reports**

B. Holt has nothing to report.

P. LaRochelle has nothing to report.

P. Wittmann stated OHWC met on the 14<sup>th</sup> and they are moving ahead with the entertainment and food trucks. He stated that he is not sure at this point where the food trucks will be coming from. They will meet again in two weeks. They will be finalizing things then.

V. MacDonald has nothing to report.

R. Wentworth stated that EMT will be going to once a week meeting starting next week.

### **Town Administrator Report**

L. Dionne stated that the document at their seat is a legal opinion on Petition and Pole Licenses. There is a cover memo. There is also information attached from the Town Attorney. The form has not changed since 2004. Everything remains the same.

L. Dionne stated that she has another opinion from the Town Attorney on the Non-Public minutes and sealing of them. The attached sheet is the opinion that states it is not necessary to re-seal them when you approve the minutes. It is being done correctly.

L. Dionne stated that the last document at their seat is a check from the State of NH. This is the first reimbursement from the GOPPHER Fund.

### **Approval of Minutes**

July 13, 2020 - Regular

V. MacDonald made a motion to approve the minutes of the Regular Session, July 13, 2020 as presented and B. Holt 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 as submitted on July 20, 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.**

##### Administrative Abatements

Brawn, 6 Viewland Court #39, 33-77-39, \$78.00

Steinmeyer, 82 Rand Hill Rd #11, 34-33-0-11, \$51.00

##### NH DRA PA-28 Inventory Form

Town performs cyclical revaluation, PA-28 Inventory Form NOT used

##### NH DRA Form PA-16 Reimbursement for State/Federal Land

Alton Bay State Forest & Joy State Forest assessment report to NH DRA

#### **2. Police Department.**

Annual contract approval - NH Humane Society, 2020 contract.

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

None

**Non-Public Session:**

V. MacDonald made a motion at 7:26pm to enter into nonpublic session under RSA 91-A:3,II,e and a. Motion seconded by R. Holt. 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>

P. LaRochelle moved at 7:37pm to exit nonpublic session. P. Wittmann 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 “not divulge” the minutes because divulgence of the information likely would render the proposed action of the board ineffective. 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 7:38pm to adjourn. V. MacDonald seconded. Motion carried.

Respectfully Submitted,

*Stacy Bailey*

Stacy L. Bailey  
Recording Secretary