

ALTON BOARD OF SELECTMEN
Meeting Minutes
August 1, 2016
6:00 PM
1 Monument Square
Alton, NH 03809

Approved: August 15, 2016

Lou LaCourse 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 members and staff were present:

Lou LaCourse, Vice Chairman
Philip V. Wittmann, Selectman
Virgil MacDonald, Selectman
John Markland, Selectman
Elizabeth Dionne, Town Administrator

Cydney Johnson, Chairwoman was absent.

Approval of the Agenda

John Markland made a motion to approve the agenda as presented and Virgil MacDonald seconded with all in favor of the motion.

Non-Public Session: None

Board of Health:

John Markland made a motion to recess as the Board of Selectmen and to convene as Board of Health and Phil Wittmann seconded with all in favor of the motion.

- Septic Waiver Request, Map 18, Lot 4; Camp Kabeyun

John Dever and Tom and May Varney approached the Board to present a request for Camp Kabeyun for a proposed addition to their health center. Currently the existing system serves the health center, the leather/pottery craft center and another cabin. The designer is asking for an exemption from the health regulations requirement for the use of an Alternative Technology/Pretreatment Type System.

Virgil MacDonald made a motion to approve the Septic Waiver request for Map 31 Lot 5, 43 Kabeyun Road; Sewage Ejector and tank to surface water; required 75', Actual 50' and Lou LaCourse seconded with all in favor of the motion.

Lou LaCourse made a motion to adjourn as Board of Health and to Re-Convene as Board of Selectmen and John Markland seconded with all in favor of the motion.

Announcements:

- As a reminder, the State Primary, 9/13 and General Election 11/8 will be held at the Pearson Road Senior/Community Center from 7:00 AM to 7:00 PM.
- The Old Home Week Events are being held from August 12th to August 21st. There will be a fireworks display on August 13th at 9:00 PM with a rain date August 14th at 9:00 PM.

Appointments: None

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

Jeffrey Clay approached the Board reading an excerpt (specifically paragraph 2) from the email policy. Stating that the Board has no authority to act outside of Board meetings. He continued that this is the third time he has asked that this policy be corrected. Moving on to the Public Participation Policy he referred to sections c, d, e & f stating that this violates his constitution rights and he will take the Board to court on it. This has never been discussed, it should be addressed and not ignored, it is illegal, is just not right! The Board keeps changing the policy and making it tighter for more control.

Sylvia Leggett inquired if she could speak in regards to the rumble strips. It was noted that it would be brought up under Town Administrator's Reports. At this time, it was the consensus of the Board to bring the rumble strip issue forward.

Town Administrator's Report and Updates

Liz Dionne noted it was the only topic she was reporting on and that there is a letter that was received from DOT regarding the rumble strips.

Sylvia Leggett approached the Board in regards to the rumble strip issue. She received the letter from NH DOT regarding the removal of all the shoulder line rumble strips. Her concern is that they have not agreed to remove the center line rumble strips in the passing lanes. She believes that the door has been left open for consideration of eliminating/stripping out the passing zones in areas of particular receptors and with consensus of the community. There are quite a few receptors along Route 28, who are concerned with the noise and she is at the meeting tonight to express her desire that the Board "stick to its guns" on the previous discussion with DOT. She also received a copy of a letter with DOT's agreement with the Town of Plymouth. The same thing was done in Plymouth on Route 3A that was done in Alton. The letter states that they have agreed and will remove the center line rumble strips on sections of Route 3A south of the traffic circle. She also believes that there is a strong argument with the comparison of the Route 28 corridor to Route 3A being of similar width and character. Not believing that this is true, as nobody else has Lake Winnepesaukee. Ms. Leggett

hopes that the Board will get back to DOT; still having some particular areas of concern on the center line rumble strips and we want them taken out.

Lael Paulson approached the Board thanking them for their support regarding the efforts of trying to have the rumble strips removed. He still has equal concerns of the passing lane strips on the center line. In DOT's frequently asked questions, putting rumble strips in a passing zone is contrary to their regulations. Many are in excess of the 5/8 maximum depth and I have measured many with a depth caliper that are 3/4 of an inch. There is no need to have rumble strips that can be heard over a mile from the source. The rumble strips that have been installed on Route 28 are of the Minnesota design; this has been confirmed with Mr. Grandmaison and they are moving to a less noisy type of design. He wonders why something being installed is essentially outdated. There is a California design which is a less noisy design and why wouldn't we go to the best technology available.

In response to this there is the possibility of calling Mr. Cass back from NH DOT for another meeting with further discussion on the matter.

Lou LaCourse read the letter from NH DOT into the record and noted that it will be posted on the Town's website:

July 29, 2016

Town of Alton
Board of Selectmen
PO Box 659
Alton, NH 03809

Dear Board of Selectmen:

I am writing as a follow up to discussions at the July 18, 2016 Selectmen's meeting regarding the recently installed rumble strips along NH 28 in Alton. We acknowledge the concerns expressed by a significant number of Alton citizens who provided feedback including, constant noise from the rumble strips, loss of sleep, location of the strips on the edge line, the potential impact to vacation business and property values, and the lack of advance notice or the opportunity for public input in advance of the project. Given the level of negative feedback, the Department believes remedial action is warranted to address and rectify the situation.

Toward that end, the Department is planning to take the following actions:

1. As noted at the meeting, the centerline rumble strips south of the Alton traffic circle to Hamwoods Road, where the majority of the width does not meet Department guidelines, will be removed – milled and paved in.

2. The edge line rumble stripes on the white line north of the circle will likewise be removed – milled and paved in. Future consideration to reinstalling rumble strips, further offset from the whiteline, will be made in conjunction with entire NH 28 corridor
3. The centerline rumble strips north of traffic circle will remain. This is consistent with the rest of the NH 28 corridor of similar width and character.
4. We recognize the concern about passing zones and will consider eliminating/striping out passing zones in areas of particular receptors and with consensus from the community.

We believe this will address the majority of the concerns that have been brought forward. We are in the process of working with the contractor and subcontractors to determine how and when this will be accomplished. Certainly it would be in everyone's best interest to complete this work as soon as possible. When we have determined the schedule we will advise the Town and the abutters.

We believe that installing rumble strips is a worthwhile safety benefit. However we recognize the need to reevaluate and modify our guidelines for placement and location of rumble strips, as well as the need to improve public participation, outreach, and awareness. We regret the frustration that this project has caused and the need for this remediation.

Thank you for your patience as we have listened to concerns, completed field reviews and have tried to determine the best way to proceed. If you have any questions, or feel it would be beneficial for the Department to address the board again, please don't hesitate to call or write.

Sincerely,



Victoria F. Sheehan
Commissioner

cc: The Honorable Joe Kenney, Executive Councilor, District 1
B. Cass
R. Grandmaison
A. Hanscom

Lou LaCourse again mentioned that NH DOT can be called back for another meeting.

Virgil MacDonald's opinion was that they should be sent a letter requesting removal of all the center line rumble strips in the passing zones. Phil Wittmann mentioned a possibility of holding a Public Hearing with the State. The Board was open for both. John Markland is in

favor of removing all of them; remarking that Chief Heath's information was pivotal to the discussion, this needs to be looked at closely and nothing yet, would change his mind. John Markland would like to know what the dates will be for removal and would like to see this done before the end of summer. A follow up email dated August 1st was received from Mr. Grandmaison and read into the record:

The Town has been notified (see attached) however, I felt it appropriate to notify those who had contacted me directly. I apologize for the inconvenience that this has caused. We are currently working on getting a Contractor lined up to actually complete the work (which is proving to be difficult) however I will notify you via email as soon as a schedule has been determined.

*Respectfully,
Ronald J. Grandmaison*

Sylvia Leggett asked and was allowed to speak again stating that there are some center line rumble strips that are not placed properly (naming several areas) with no breaks in the yellow line; according to their guidelines they should not be there. It was a very poor job. The character of our community is not the same as the southern corridor communities but could be compared to the 3A area in Plymouth and they are removing all the center line rumble strips there. Again, she urged the Board to "stick to your guns".

Virgil MacDonald made a motion to send a letter to NH DOT for removal of all the passing lane rumble strips and schedule a follow up meeting to include dates of completion and Phil Wittmann seconded with all in favor of the motion.

New Business:

Ambulance Bid Specifications

Ryan Ridley, Fire Chief approached the Board with a proposal to purchase through a bid a Ford E450 conversion ambulance demonstrator unit with funds coming from the Fire Equipment Capital Reserve Fund for no less than 196K. There is enough money in the fund with a current balance of \$422,817.00.

The Board questioned the Chief on several items of concern such as:

- Mileage of the current ambulances; 65K (it is believed the odometer was not hooked up at some point in time) and 103K.
- Upkeep of the equipment; 10K in repairs the last inspection cycle, due again in September. Unknown amounts for future repairs.
- Timeline; hope to have new one by September to avoid another inspection cycle and trade the oldest ambulance guestimating a trade at \$2500 to \$5K.
- Use of the existing equipment; keep it running, without choice.

- Future Purchases; 1988 Arial ladder truck (currently has some frame issues), East Alton Engine 4 (25 years old), there is a need to establish a replacement cycle moving forward for the vehicles.
- Technicality of the Bid Specs; looked at several demo vehicles used points from each, removing things that would lean to one or another of a particular vehicle.
- All durable equipment will be moved over to the new vehicle; noting that all the radios are 10 years old, they work but are not repairable.
- Purchase versus Lease; option to do either, a multi-year lease may need to go to Town Meeting by policy.

The intention of the Chief would be to notify all vendors that have ambulances for the potential of bidding the vehicle. The Fire Department needs something that is reliable. All other equipment has been moved over to other workable vehicles. John Markland personally does not feel comfortable moving forward on this large of a purchase and would prefer that the townspeople vote on it; not having enough knowledge and background, nor does any of the Board. It is an ambulance and does need to have the ability to get out and go for the safety of the people. Lou LaCourse felt that the bid process needs to move forward and the rest can be addressed at a future meeting. Chief Ridley's thought was to potentially buy the vehicle outright as they do have the funds available.

Lou LaCourse made a motion to allow the Ambulance to go out for bid and Virgil MacDonald seconded. The vote was 3 approved, 1 abstention, John Markland.

Parks and Recreation Comm. Requests ~ Barbershopper's Proclamation & Town Dock Use, 8/20

Kellie Troendle, Parks and Recreation Director approached the Board to explain the request. This is a request from the Parks and Recreation Commission and is to reserve a boat dock for the Barbershopper's to receive free boat rides which are offered by private individuals for entertainment and a thank you for coming to Alton. The dock would be posted as reserved from 8:00 AM to 6:00 PM.

Phil Wittmann made a motion to grant permission to reserve a Boat Dock on August 20, 2016 and Virgil MacDonald seconded with all in favor of the motion.

A Proclamation has been written to acknowledge the Barbershopper's coming to the Town of Alton. The Chairman of the Commission will read the Proclamation at the beginning of their concert.

Virgil MacDonald made a motion to move forward with the Barbershopper's Proclamation and Phil Wittmann seconded with all in favor of the motion.

Special Event Application ~ OHWC; Barbershop Jamboree

John Markland made a motion to approve the Special Events Application for the 2016 Alton Bay Barbershop Jamboree as noted on the application and Phil Wittmann seconded with all in favor of the motion.

Review House Bill 430; Property Tax Credit ~ (Needs Town Vote)

Tom Sargent, Tax Assessor approached the Board to speak on behalf of this item stating that this is basically for informational purposes only. This is to address House Bill 430. This is not a mandatory law but one that was signed by Governor Hassan on June 9, 2016. This extends the Veteran's Property Tax Credit to all honorably discharged veterans who served no less than 90 days. Currently there are certain dates and wars that the credit applies to; in Tom's opinion it should not have much of an impact to the tax base. This will need to go before the voters for approval as a Warrant Article.

Review of Assessments to Sales Report

A sales analysis was provided to the Board for the review of assessments to sales report. Each April 1st this sales to analysis is conducted to see where we are to where we should be, our overall assessments are not too bad with a range of 90% to 110%. Looking at different areas in Town there needs to be some stratification as some may be high and others may be too low which results in some people paying too much in taxes and others not paying enough. Tom Sargent is recommending that the Town not do a town wide assessment but bring the underrated areas in line with the other areas. For clarification, this is all done by areas or neighborhoods.

John Markland made a motion to allow the Tax Assessor to make the necessary adjustments as noted to do the study and based on the information bring the properties into compliance and Lou LaCourse seconded with all in favor of the motion.

Appraisal Services; Hopewell Road property

There were two (2) RFP's received for appraisal services for a unique property on Hopewell Road. The Town allocated \$4,000.00 for this year for the appraisal. In the line for part time secretary there are additional funds (approximate \$3,300.00) that could be used to cover the additional funds necessary to cover the appraisal costs. Currently the property is set at 14 million; Tom is not sure if it is right on or if it is off one way or another. The RFP's received were:

1. Bill McLean III; up to \$7,500.00 for a narrative format
2. Timothy Daniels; \$2,500.00 for a summary format

Tom Sargent recommends the appraisal services in narrative form (which is what is really necessary) for 144 Hopewell Road be awarded to Bill McLean III not to exceed \$7,500.00. He would like to use the funds from the part time secretary line to cover the expense for the appraisal. This way it will not cost anything to the Town because it is within his bottom line budget. Monetarily it should not impact the Town but it would be dependent on the amount the appraisal comes back, if it is too high or too low would make that determination. The appraisal will be good for three (3) years and it also could be used for the abutting property which is similar to this one, at no additional cost to the Town.

Liz Dionne was questioned about moving the funds from one line to another; the money cannot be moved it would just over expend the contractor services line however it would not impact the bottom line budget for the department, it would be made up from the wage line.

John Markland made a motion to approve Bill McLean for the appraisal services, up to \$7,500.00 for 144 Hopewell Road and Virgil MacDonald seconded with all in favor of the motion.

Special Event Application; Once Around the Winni

John Markland made a motion to approve the Special Events Application for Once Around the Winni on August 27, 2016 and Phil Wittmann seconded with all in favor of the motion.

At this time John Markland inquired if House Bill 430 would be a Warrant Article. Liz Dionne will have Tom draw up a draft to be presented to the Board's for consideration and approval for placement as a Warrant Article.

Old Business:

NHMA Legislative Policy Review

Liz Dionne asked if the Board wanted to have a vote with the NHMA on these items. If the Board does want to vote, then each topic needs to be voted on individually and decided by the Board who they want to vote on their behalf; it is the Board's decision who would act on these items. Phil Wittmann stated that he believed that these issues would be lobbied on (probably yes); we are members of the NHMA so the taxpayers are paying for the lobbying one way or another, whether we vote or don't vote. It is a matter of having a voice or just letting it happen.

August 12th is the deadline; the Board discussed only the items they had concerns with or disagreed with:

- #9, page 6; 10% Limitation
- #3, page 9; Waiver of Bond for Projects Under \$150K
- #4, Page 9; Restoration of Full General Revenue Funding for Municipal State Aid Grant (SAG) Programs

- #20, page 11; Sludge/Biosolids
- #19, Page 11; Open Space Retention and Sprawl Prevention

After the discussion and agreement on the listed proposals and a question as to who would vote on the Boards behalf it was suggested that potentially Ray Howard could represent the Board; he refused. Liz Dionne offered to vote on the Board's behalf; it was the consensus of the Board to allow the Town Administrator, Liz Dionne to vote on behalf of the Board; opposing #19; all others are fine.

West Alton Community Center Building Conditions

John Dever, Code Enforcement Officer was in attendance to speak on this item. The Board was provided with photos showing several areas of concern. One thing noticed is that the roof has settled some so the top of the walls are spreading out a bit and would need to be restored. The kitchen end of the building has settled; it is not the same construction as the main hall. This needs jacking and leveling in that area but overall it is his belief that the building is in good condition and needs some attention. There are maple floors that have heaved in some spots and there is minor staining on the ceiling and walls however there is not a lot of water and he believes it is more from humidity and dampness. The electrical panel is fairly modern with outlets run and chases down the walls. There is a heating system under the basement as observed by Phil Wittmann. The septic system is shared with Fire Department as well as the water. The building has been used in the past but it was unknown when the last function took place at the location. There is not much parking; people generally park at the Fire Station and access it by a path behind the building. The building is structurally sound; the ridge appears to be fairly straight but there are some settling issues. Collar ties could be used at the roof to bring the walls and roof back together. It needs shingles and a roof in the kitchen area. In the main part of the building the floors are in good shape and once it dries out the floors may settle down once the air circulates. There may be need for plywood on the roof in the areas where the ceilings and walls are stained. A question of the building meeting fire code was asked needing to be sure that there is proper egress and exit lighting; there are some emergency lights and exit signs in the building. It was also noted that there are alarms but no sprinkler system. The building appears to be in better shape than expected.

Lou LaCourse made a motion to have John Dever write the bid specs for roof collar ties and other items needed for a possible Warrant Article in 2016/2017.

Further discussion transpired regarding putting a new tarp on the roof before winter; currently under the tarp are holes, the potential to tarp the whole roof and if it is structurally sound, it is.

Liz Dionne mentioned that within the bid notice there should be some verbiage that the bid would not be awarded until there was available funding approved at Town Meeting. The Board was in agreement.

Virgil MacDonald made a motion to allow John Dever to put the West Alton Community Center out to bid, get a new tarp on the roof, for leakage and the bid needs a notation that it has to go to Town Meeting for approval and funding before it will be awarded and Phil Wittmann seconded with all in favor of the motion.

ADA Restroom Bid Results and Recommendation

Kellie Troendle, Parks and Recreation Director approached the Board to speak on behalf of this item. The Town has appropriated \$15K for the ADA improvements for three (3) Town buildings which are: The Alton Bay Community Center (ABCC), West Side and East Side Restrooms. The project was sent out to bid with three (3) bids received ranging from \$15,600.00 to \$63,640.00. The Building Official reviewed the bid recommending the middle bid at \$41,966.17 unfortunately the Town does not have the funds at this time. Kellie recommends not to award the bid but allow another option to go back out for re-bid for only the Alton Bay Community Center due to that building being the most used and in need of the improvements. The other buildings can be re-bid and budgeted for appropriately in 2017 through a Warrant Article. Virgil MacDonald questioned the 15K amount and how that was determined. Kellie responded that it was obtained from the Recreation Commission believing it would be approximately 5K per building which proved to be incorrect. It was Kellie's recommendation not to accept any of the submitted bids; make a new bid including more specific bid specifications as outlined in her recommendation Option 1, believing that 15K would be enough to cover the Center. Currently there are two (2) small stalls and it will be proposed to be one (1) unisex, handicap accessible stall to meet the ADA requirements. The bids would be due sometime in September with the work expected to be completed in October/November. If there are any remaining funds it would stay in that Capital Reserve Fund or encumbered. Estimates should be obtained for the both the East Side and West Side Restrooms to get true costs for future bidding.

Phil Wittmann made a motion to re-bid the Alton Bay Community Center with the necessary ADA improvements and John Markland seconded with all in favor of the motion.

Retaining Wall Bid Results and Recommendation

Kellie Troendle also spoke on this issue. Two (2) bids were received on the retaining wall projects for the Railroad Square Park (west side from the public boat dock to the Alton Bay Community Center) and the Harmony Park Retaining Walls. Both have received DES permitting which are valid until 2020. Kellie is recommending the low bid from Latham Masonry and Landscape Construction in the amount of \$16,740.00 with funds for the project in the amount of \$9,780.00 being paid from the \$20K Warrant Article approved at Town Meeting in March. The funds for Harmony Park in the amount of \$1,625.00 would be paid out of encumbered money with the remaining amount of \$5,335.00 from the Town Beach Capital Reserve Fund which currently has a balance of \$23,734.00. The work will be completed as noted in the DES permits.

John Markland made a motion to award the bid to Latham Landscape and Construction for the West Side and Harmony Park Retaining Walls in the amount of \$16,740.00 and Virgil MacDonald seconded with all in favor of the motion.

The Town Administrator Report and Updates were previously covered earlier in the meeting.

Selectmen's Committee Report: None

Approval of Selectmen's Minutes:

July 18, 2016

John Markland made a motion to approve the minutes of Public Session I, July 18, 2016 as written and Virgil MacDonald seconded with all in favor of the motion

John Markland made a motion to approve the minutes of Non Public Session, July 18, 2016 as written and Virgil MacDonald seconded with all in favor of the motion.

Approval of Consent Agenda: None

Public Input II (*limited to 5 minutes per person; subject matter ~ any Governmental/Town Business*)

Jeffrey Clay again approached the Board objecting to the Police presence at the meeting and repetitively spoke of his opinion regarding the Right to Know law and the violations of the Board and lack of knowledge of the law mentioning a few items that were previously addressed during Non-Public Sessions. He specifically read an excerpt from the July 18, 2016 Non-Public Minutes (as follows): *A very brief discussion was held on whether to acknowledge or act upon an anonymous complaint received regarding a Department. The consensus was to not acknowledge or act upon anonymous complaints;* he then stated he was making a formal Right to Know request for a copy of the complaint submitted to the Town. Mr. Clay referred to a file he is keeping regarding his opinion of these violations for a year's worth of time. He wants this rectified.

Ray Howard approached the Board to discuss the ambulance bid which was covered under New Business. Years ago he thought that when the Brown's ran the ambulance service, when they retired he thought that the Town voted and it was agreed, to take the ambulance over and the money that the ambulance earned would be put into the Expendable Trust that we vote every year with a purpose of buying new ambulances. The trust doesn't have enough money after buying all of the supplies that are necessary. Moving onto the Appraisal Services Mr. Howard has talked to DRA about this when a reassessment is done every year, it takes a cycle of 2 or 3 years to prove out the valuations; you will get these skewed amounts because they are based on sales. He recommended that it might be beneficial to have someone from DRA come in to explain why the State only requires it every ten (10) years with a five (5) year

review. Lastly, in reference to the NHMA most of the items were seen in legislation, a couple of things passed, a lot of the things are for creating revenue and most were killed in Committee. Regardless, the vote will still end up with the legislature to decide whether it lives or dies.

On a side note, Lou LaCourse voiced that we review the property costs every year but we only assess 1/5 of the Town so it is actually a five (5) year cycle.

Adjournment

John Markland made a motion to adjourn and Phil Wittmann seconded with all in favor of the motion.

The meeting adjourned at 7:56 PM.
Respectfully submitted,

Mary K. Jarvis

Mary K. Jarvis
Recording Secretary