

ALTON BOARD OF SELECTMEN
Minutes
August 3, 2020
Approved – August 10, 2020

Vice-Chairman V. MacDonald 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:

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

V. MacDonald announced the following:

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 for instructions or telephone the Selectmen's Office 603-875-2113 or 603-875-0229. There continues to be no Public Input at this time.

Agenda Approval

V. MacDonald requested to move items #7 & #8 under New Business to #2 & #3 to accommodate R. Heath who was present at the meeting.

P. Wittmann made a motion to approve the agenda as amended and P. LaRochelle seconded. Roll call vote:

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

Emergency Management Update by R. Heath, EMT Director

R. Heath thanked the Board and residents of the Town while navigating through the Pandemic challenges. With the opening the Town Hall there has been nothing but positive feedback. The methods are restrictive but not overbearing. The Westside restrooms opened today, troubleshooting a few issues. Arrangements have been made for the removal of the Porta-Potties. The Police Department will lock the restrooms in the evening hours and Grounds and Maintenance will open them again early in the morning; this should help with vandalism. The Eastside restrooms should be following soon however there were some defective sensors with the plumbing parts that came in and have been reordered. This weekend was the first Bay concert, it appeared to be successful and all were in compliance with positive feedback. R. Heath informed the Board of the cancellation of the Castleberry Fair event with withdrawal by the applicant. Numbers in the region and surrounding areas look good with no setbacks. P. Wittmann questioned the opening of public meetings. R. Heath explained that a decision was made to focus on the public facilities first due to the demand and is dependent on how much impact it takes cleaning and disinfecting resources that are necessary to keep everyone safe. Concentrated items are being looked into at various locations. This will determine how fast we can move, whether the department can keep up with the need. It is not the opening of the meetings and controlling crowds or spacing or how fast we can move, it is keeping up with the disinfecting and the costs of the products for every meeting that takes place. The Board was in agreement that the EM Team along with the Police Department and the residents has made their decisions work well and together it has created a safe compliant environment. R. Heath has been working with the Old Home Week Committee and will continue to do so. The Food Trucks are still unknown.

Announcements

None

Submission of Public Comments - Questions - Concerns

None

Appointments:

None

Old Business:

1. Special Events Application (previously approved 12/16/19) - Castleberry Fairs

This item was withdrawn at the request of Castleberry Fairs. They will not be having an event over the Labor Day weekend.

New Business:

1. Assessing Department - 2021 Revaluation Bid Award

R. Jutton, Tax Assessor provided a recommendation to the Board to award to the lowest bidder, Whitney Consulting Group in the amount of \$81,500. All bidders are qualified. It was confirmed that this would be for a revaluation of the entire Town. In order to perform a revaluation you must be an assessor supervisor (currently he is not certified); this was made known when interviewed, he can do everything but a revaluation. This will be the only time this project will need to be hired out. This project will be used to get certified; it was explained when this bid request was previously presented to the Board. It can be utilized by the Selectmen using the undesignated fund balance to offset the tax rate. This will bring properties to market value effective April 1, 2021. Once certified he will be bringing specific areas in Town to the current equalizations.

V. MacDonald made a motion to award the 2021 Revaluation Bid to Whitney Consulting Group for \$81,500 and P. LaRochelle seconded. Roll call vote:

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

2. Police Department - Humvee Sale Discussion

Police Chief, R. Heath provided a memo in reference to soliciting the potential of selling the Humvee. Money was invested into it by a grant. Originally the Humvee was part of the Military LESSO program so we did not own it outright; since with political changes we have acquired the title to the vehicle and can do what we choose with it. The only stipulation with a sale, the money has to go back into law enforcement efforts. The vehicle has some problems and is not very functional. When previously proposed it was not acceptable to that Board. There is a market for military vehicles and R. Heath is "shopping" potentially for the right proposal to bring back to the Board. The ultimate goal is to replace it with a vehicle "in kind" such as a pickup truck that could be utilized better and be low profile. B. Holt questioned the amount of money that went into the vehicle. The grant covered 25K for the emergency equipment; the community paid roughly 8K; all emergency equipment will be repurposed. It was suggested to use Municibid and was the intent to investigate all avenues. It was the consensus of the Board to allow the Chief to pursue.

3. Police Department - Traffic Safety Devices

Police Chief, R. Heath provided a memo and photos of the proposed signs. There are two (2) anonymous donors which will cover the entire cost of the proposed setup and speed display sign to be installed near the last crosswalk west of the Bay. The donors have a special interest in the location and want to hit the traffic coming from the Gilford area. B. Holt questioned whether a Public Hearing was necessary to accept the donation. L. Dionne stated only if it is over 10K, however this is not, together it is roughly 12K. L. Dionne offered to research and bring back to the Board at the next meeting. R. Heath noted that there would not be any more signage than what is already in the area. Both signs are double sided, higher, solar powered and flashes on the side people are crossing from. It is believed that the shelf life on the batteries for these devices is seven (7) years. The donors feel

that this may create a potential for more donation money for future purchases. This will be brought to the next meeting.

4. Highway Department - Stone and Gravel Bid Award - 2021-2023

K. Roberts, Highway Manager remotely joined the meeting. A recommendation was provided to award the bid to Pike Industries for Gravel and GMI Asphalt for Stone. K. Roberts informed the Board that they have a considerable amount of materials in the pit that needs to be crushed.

P. Wittmann made a motion to award the Gravel bid to Pike Industries for \$17.35 per ton delivered and award the stone bid to GMI Asphalt as presented and B. Holt seconded. Roll call vote:

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

5. Highway Department - Line Painting Bid Award

K. Roberts, Highway Manager remained remotely. He informed the Board that a clause was added to the bid that the job needs to be completed by June 15th and if not completed then another company will be contacted. This vendor has been used in the past and will be contacted to assure the timeframe of getting the work done.

P. LaRochelle made a motion to award the Line Painting bid to Industrial Traffic Lines, Inc. for \$14,159 for 2021, \$14,364 for 2022 and \$14,628.50 for 2023 and P. Wittmann seconded. Roll call vote:

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

6. Highway Department - One Ton Plow Package Bid Award

K. Roberts, Highway Manager remained remotely.

B. Holt made a motion to award the One Ton Plow Package to Donovan Equipment for \$6,925 as presented and P. LaRochelle seconded. Roll call vote:

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

7. Highway Department - Catch Basin Cleaning Bid Award

K. Roberts, Highway Manager remained remotely. During budget season he will recommend adding more money to the budget due to the addition of more catch basins within Town mentioning the locations. They are being added all the time with roughly 400 in place. Suggested is getting a piece of equipment to do the job in-house.

P. LaRochelle made a motion to award the Catch Basin Cleaning bid to Bellemore Catch Basin Maintenance for \$149.95 per hour for 2021-2023 and P. Wittmann seconded. Roll call vote:

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

8. Highway Department - Roberts Cove Road Tree Bid Award

K. Roberts, Highway Manager remained remotely. There is still a lot of work to do before they move in and it works well with Highway scheduling.

V. MacDonald made a motion to award the Roberts Cove Road Tree Removal Bid to Arbor Tech for \$86,250 and P. Wittmann seconded. Roll call vote:

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

Selectmen Reports

B. Holt had nothing to report.

P. Wittmann reported on Old Home Day who met with uncertainties of how many food truck or cars for the car show would be. The location for the band concert would potentially be on the church property. The potential or re-routing of traffic was mentioned and will be investigated. It appears the Fire Department will not be having the BBQ.

V. MacDonald had nothing to report.

Town Administrator Report by L. Dionne

Westside Wall Repairs and Brick Sidewalk Repairs

L. Dionne requested that K. Roberts, Highway Manager be brought back to the meeting to speak on behalf of this item. K. Roberts remotely re-joined the meeting. There is an open liability on the wall if it collapses the Town will be in trouble. A suggestion is to create a Warrant Article to set money aside to address the issue. Possibly a conceptual plan needs to be done with research on how this should be handled whether it be Redi-block or stone with a fence on top. There is already a collapse at Morin Insurance and in several spots there are sink holes that have been filled in for erosion. This is an open liability and needs to be addressed. It is believed that there is a balance of roughly 15K+ in the current account. A suggestion was made to have Michie Corp. take a look at the area and provide drawings for review. The sidewalk needs to be addressed too; the granite is tipping over which is making the bricks sag creating a tripping hazard especially for ADA. V. MacDonald brought forth the hiring of two (2) people that could be shared by Grounds and Maintenance and the Highway Department. Laborers are needed for either/or department with a tremendous amount of work that needs to be addressed. K. Roberts will contact Michie Corp. for a conceptual plan. L. Dionne looked to the Board for direction on the potential for the two (2) new laborers. The Board agreed to one (1) for Highway and one (1) for Grounds and Maintenance to be presented during budget season. K. Roberts inquired about another Truck Driver. B. Holt would like to see a report on the number of Highway Department staff. On another note he would like to see what the plan is for the Bay or do we just wait to fix things as they come up and would like to see a specific plan for the future. K. Roberts gave an overview and will contact Michie Corp. for a conceptual plan for the wall with a 42” fence for the length from Morin Insurance to the Community Center and will work with the Parks and Recreation Director; the Board was in agreement.

Approval of Minutes

July 27, 2020 - Regular

P. Wittmann made a motion to approve the minutes of the Regular Session, July 27, 2020 as presented and P. LaRochelle seconded. Roll call vote:

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

Consent Agenda Approval

V. MacDonald made a motion to approve the Consent Agenda as presented and P. LaRochelle seconded. Roll call vote:

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

1. **Assessing Department.**
Timber Tax
Prospect Forest Ent. LLC; Stockbridge Corner Road; 6-31, 27, 31-2, 3-22, 23; \$83.91
2. **Planning Department.**
End of Probation: Jennifer Riel, Part-time Secretary, \$16.83/hr to \$17.08/hr, effective 3/5/20
3. **Water Works Department.**
Barnet, Ruthanne, Map 29 Lot 61, 154 Main Street, Alton Village Store, Acct: 562 Service 575, Credit \$36.00

Billing error - incorrect read.
Bonomo, Jeffery, Map 32 Lot 25, 47 Riverlake Dr, Acct: 1134 Service 602, Credit \$50.00
Charged "ON" in error.

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

Jim Round - Encroachments, NH Route 11

L. Dionne recommended that this request be approved for a five (5) minute appointment.

B. Holt made a motion to allow the request for appointment for five (5) minutes as recommended by the Town Administrator and P. LaRochelle seconded. Roll call vote:

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

Non-Public Session:

V. MacDonald moved at 7:14pm under RSA 91-A:3,II,c, e. R. Holt seconded. Roll call vote:

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

V. MacDonald moved at 7:26pm to exit nonpublic session. R. Holt seconded. Roll call vote:

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

V. MacDonald 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 or render the proposed action of the board ineffective. P. LaRochelle seconded. Roll call vote:

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

Adjournment

P. Wittmann moved at 7:27 pm to adjourn. V. MacDonald seconded. Motion carried.

Respectfully submitted,

Mary K. Jarvis

Mary K. Jarvis
Recording Secretary

