

ALTON BOARD OF SELECTMEN
Meeting Minutes
August 15, 2016
6:00 PM
1 Monument Square
Alton, NH 03809

Approved: September 6, 2016

Cydney Johnson 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:

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

Approval of the Agenda

Virgil MacDonald made a motion to approve the agenda as written and Phil Wittmann seconded with all in favor of the motion.

Cydney Johnson apologized and noted that there needs to be a change to the agenda #4 under New Business, ACO Ordinance Reaffirmation needs to be removed as the item is still a working document and is not ready to come before the Board.

Cydney Johnson made a motion to accept the agenda as amended and Lou LaCourse seconded with all in favor of the amended motion.

Non-Public Session:

Cydney Johnson made a motion to enter into non-public session pursuant to RSA 91-A:3, II (a) and (b) and Virgil MacDonald seconded. The Board was polled in the affirmative with all in favor of the motion.

For the convenience of the public the Board vacated the room at 6:02 PM.

The Board returned from Non Public Session at 6:04 PM.

Cydney Johnson made a motion to exit Non Public Session and Virgil MacDonald 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 continuing through August 21st.
- Town Offices will be closed on Monday, September 5th in observance of Labor Day therefore the scheduled Board of Selectmen's meeting will be held on Tuesday, September 6th at 6:00 PM.

Appointments:

- Employee Recognition

Cydney Johnson acknowledged the following employees on behalf of the Board of Selectmen and the citizens of Alton. Each were recognized and thanked for their services to the Town of Alton. Dick Brown was presented with a cedar box in honor of his retirement. All others were congratulated, presented and individually read a letter of thanks or appreciation.

Police Department

- Sergeant Dennis Orbino
- Patrolman Jamison Fellows

Fire Department

- Dick Brown; Retired Deputy Fire Chief
- Evan Turcotte; Captain to Deputy Fire Chief
- Scott Magoon, Jr.; Student Intern to EMT
- Bryan Fenn; Student Intern to EMT
- Robert Loeser; Student Intern to EMT
- James Brown; EMT to Advanced EMT
- Patrick O'Brien; EMT to Advanced EMT

Parks & Recreation

- Bryan Berry; Solid Waste Attendant to Parks & Recreation/Building & Grounds Laborer

Highway Department

- Jack Housel; Truck Driver to Light Equipment Operator

- Ruth Arsenault; Alton Bay Parking Tickets

Ruth Arsenault approached the Board in reference to the cost of parking tickets in Alton Bay area which is \$5.00. She proposed and would like to see that amount increased to \$25.00. She also noted that Fish and Game gets \$62.00 which includes a vehicle and a trailer. For the Board's information, there are people that park in the Bay area all day and that have parked on the new lawn area.

The Board will take her suggested proposal into consideration

Ruth inquired if she could speak about another issue and was told that it would need to be addressed under Public Input II as her appointment was specifically for the parking issue.

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

Jeffrey Clay approached the Board stating that he had made a RTK request at the last meeting however he hasn't heard anything. There is a five (5) day timeframe for a response and wants this to be publicly noted for adherence to the law and he expects to have a response as soon as possible. On another note he referred to years prior requesting if the Board had any Ordinances or policies established by the Board and was basically told "no"; he now sees an Ordinance on the agenda for consideration. He formally requested under the RTK law to see any and all Ordinances legally established by this Board. Lastly, he would like to know the role of the Town Administrator believing that you (the Board) get overly involved in their business they're professionals and he believes that they should do the interviewing process for all the people that are going to be hired in this Town, then they make recommendations to you and nominate people to you, then you can decide whether to go into Non Public Session to discuss. He would like to see you folks (the Board) allow the Town Administrator or even the Department Heads to advertise/interview and submit to the Town Administrator then to the Board so that you don't have to have all these extra meetings.

Cydney Johnson asked the Town Administrator what is the legal requirement for requesting a RTK?

Liz Dionne responded she believes that under RSA 91-A:4, first paragraph: all RTK law requests must be made during normal business hours of the government; in Alton it is Monday through Friday 8:00 AM to 4:30 PM.

New Business:

Hawker & Vendor Application; Dana Brown

Dana Brown was available for questions and was thanked for being present.

Virgil MacDonald made a motion to approve the Hawker and Vendor License for Dana E. Brown and Phil Wittmann seconded with all in favor of the motion.

Emergency Management Director Appointment

A memo was provided from the Town Administrator with a recommendation to appoint Police Chief, Ryan Heath as Emergency Management Director.

Lou LaCourse made a motion to appoint Police Chief Ryan Heath as the Emergency Management Director and Virgil MacDonald seconded with all in favor of the motion.

Crosswalk Sign Donation

Ron Bell offered to purchase and donate another crosswalk sign to be placed at the discretion of the Chief; all donations must be approved by the Board of Selectmen. The cost of the sign is \$332.00.

Virgil MacDonald made a motion to accept the donation of the crosswalk sign and Lou LaCourse seconded. Cydney Johnson amended the motion to include sending a letter of thanks to Mr. Bell for the donation. Lou LaCourse seconded the amendment with all in favor of the motion.

ACO Ordinance Reaffirmation

This item was previously removed from the agenda.

Bid Opening Procedure

Currently a Selectman is asked to be present at bid openings. The Town Administrator made a recommendation that the Town Administrator be allowed to take the place of a Selectman along with appropriate other staff members to open bids.

John Markland made a motion to approve the Bid Opening Procedure as stated and Phil Wittmann seconded. The vote was 4 approved; 1 abstention Virgil MacDonald.
(note: VM was not present)

Special Events Application; American Legion

A Special Event Application for the American Legion for August 27th was provided to the Board. John Markland questioned if this should go before Planning/Building as it was done for their previous request. Liz Dionne explained that after a meeting she had with the involved departments it was determined that the Planning Department needed to update/amend their regulations. Once that is complete then anything on private property will be sent to those departments for a site plan review but for now it would be kept as is "status quo" until the regulations are addressed. For Town property Special Event Application requests will still come before the Board for approval. The Police have no concerns with this request unless the event grows. Chief Ryan Ridley discussed what was necessary and why and had no issues; they are in compliance.

Virgil MacDonald made a motion to approve the Special Events Application for the American Legion and Lou LaCourse seconded. John Markland amended the motion to be contingent upon Bruce Cornish notifying the Town Administrator by August 24th with the number of tickets sold so that it can be monitored for proper Police coverage and Cydney Johnson seconded the amendment. The vote was 4 approved, 1 opposed Virgil MacDonald.

Old Business:

Robert's Cove Beach; Porta Potty

Kellie Troendle approached the Board to discuss the request for a porta potty at the Robert's Cove Beach. The cost for a porta potty is roughly \$95.00 per month with one (1) cleaning per week, additional cleaning would be at a rate of \$20.00. There is \$500.00 in the Roberts Cove Beach budget. Kellie recommended that this be seasonal for the months of July and August. Photos were provided to the Board for a potential location for it to be set. Several items were discussed such as:

- Surrounding with lattice work
- Odors being emitted
- Placement
- Timeframe
- Vandalism/Security (post vs. tree)
- Insurance & Deductibles (1k per claim)
- Notification of abutters (Kellie volunteered to speak with them)

Kellie's recommendation for the porta potty is for next year. Virgil MacDonald would like to see the placement this year. The rate would not be the same as the contract rate, Goss Septic is \$140.00 per month.

Virgil MacDonald made a motion to put a porta potty at Roberts Cove Beach for the remainder of this year and Lou LaCourse seconded. Further discussion transpired regarding the availability to obtain one for placement. There has only been one complaint which was in June. Kellie believed that getting one for next year is a good resolution. Based on the discussion Lou LaCourse withdrew his second on the motion.

Cydney Johnson made a motion to go with the Parks and Recreation Director's recommendation for a contract for a porta potty for next year and Phil Wittmann seconded with all in favor of the motion.

Bid Results and Recommendation Tree Cutting Rines/Stagecoach Road

John Markland made a motion to award the tree cutting bid to Arbor Tech Tree Care Services of Gilmanton, NH in the amount of \$6,400.00 and Lou LaCourse seconded with all in favor of the motion.

Town Administrator's Report and Updates

For informational purposes a Packet from the Tax Collector was provided to the Board of people that have not paid their 2013 taxes. At the end of September there will be an updated list of properties coming up for tax deeding. Between now and then some may pay their 2013 taxes which will remove them from the list.

Selectmen's Committee Report

John Markland: none

Phil Wittmann reported that he had met with the Old Home Week Committee on August 2nd with several topics of discussion:

- Booklet ~ error/changes, shipping costs
- Block Party
- Ice Cream Social/Freezer
- Car Show

Phil noted that this is a terrific group of people doing a terrific job.

Phil Wittmann met with the Parks and Recreation Commission on August 11th at the Riley Road Beach then continued at the AVAS building with several topics of discussion:

- Professional survey was suggested potentially of all the Town Parks

- Photo Calendar
- Barbershopper's Weekend/Boat Rides
- Kiosk Installation at Jones Field
- Master Plan for the Parks
- 5K Race
- Letter of appreciation from Congressman Ginta
- Summer Camp Program; full; request for additional weeks next summer
- ADA Restroom bids (Chair recommended hiring an architectural firm be hired to develop the specs this should be coming back to the Board, to revisit the issue)
- West Alton Community Center tarp placement
- Shibley's Restaurant Septic Issue
- Soccer Program
- Need for additional help
- Jones Field perimeter trail development
- Updated list of the Commission member's duties and responsibilities from the Board of Selectmen (Chair referenced the 20-year-old outdated list)

Virgil MacDonald suggested sending the Parks and Recreation Commission a letter letting them know that they are only an advisory Commission for two (2) reasons:

1. West Alton Community Center tarp (BOS requested that John Dever take care of this issue)
2. Bandstand (told by Parks and Rec Commission that the Garden Club or the Eagle Scouts could not touch the bandstand)

It was the consensus of the Board to have the Town Administrator speak with the Garden Club specifically Joan Blackwood in regards to the bandstand.

Lou LaCourse met with the Zoning Board with discussion on the West Alton Marina improvements/expansion. Also, the Conservation Commission did not meet.

Cydney Johnson requested that Virgil MacDonald get in touch with the Planning Board Chairman regarding the long range plan for the CIP which needs to be reestablished. This falls under the Planning Board not the Board of Selectmen.

Cydney Johnson noted that the Zoning Amendment Committee meets next week.

Cydney Johnson wanted to provide an updated report on the leak into the lake from Shibley's Restaurant. Dave Shibley was the one that alerted the leak (which was grey water) to the Town and he actually called DES himself to report the issue. DES tested the lake water and it tested clear.

Approval of Selectmen's Minutes:

August 1, 2016

John Markland made a motion to approve the minutes of Public Session I, August 1, 2016 as written and Lou LaCourse seconded with all in favor of the motion.

August 8, 2016

John Markland made a motion to approve the minutes of Workshop Session, August 8, 2016 as written and Lou LaCourse seconded with all in favor of the motion

Approval of Consent Agenda

Cydney Johnson made a motion to approve the Consent Agenda and Lou LaCourse seconded. John Markland questioned if there was paperwork on #5; there was not.

- Promotion ~ Approved ~ Jack Housel; Highway Department, Light Equipment to Heavy Equipment Operator
- Promotion ~ Approved ~ Warren Dahl; Highway Department Assistant Mechanic to Lead Mechanic
- New Hire ~ Approved ~ Alton Hennessy; Probationary Student Intern, Fire Department
- New Hire ~ Approved ~ Keith Morin; Probationary Student Intern, Fire Department
- Resignation ~ Accepted ~ Patrick O'Brien; Highway Department, Loader Operator

Cydney Johnson questioned if exit interviews were being conducted. Liz Dionne was not aware that they were being done. Cydney thought that it is something that should be discussed and conducted. Liz Dionne further stated once the employee manual is updated it could become part of the process; it is a good idea. The exit interview would be documented and it would go into the employee's personnel file.

At this time the vote was called with all in favor of the motion.

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

Jeffrey Clay again approached the Board regarding the RTK law stating that this is the only document that the Board needs to know, to conduct a meeting properly, in accordance with the law. He commented that he continues to be faced with gross incompetence on the Board's part who are now deciding to play games; if he takes this to court the judge will see this. His request was reasonable, it was known what he wanted, it was accessible it's the Chairperson and the Town Administrator that don't know the law. Inspection opposed to requesting was mentioned by Mr. Clay, he then read a paragraph from the RTK law 91-A:4 Section IV. He further stated that he can make request of any Board at any time. and he does not want anybody to tell him

about the law because he knows the law. He will come in tomorrow to make a bunch of new RTK requests. He does not have any faith or confidence that you (the Board) will get it right. Playing games with people is reprehensible. At this time Mr. Clay addressed the Board's attire wearing T-shirts to conduct the people's business; he demanded that the Board wear a shirt, tie and coat realizing that it is summer he further stated that the coat can be removed but urged that they be more respectful and at least wear a collared shirt. The Board irritates him something terrible when you don't follow the law. He referred to the anonymous complaint and voiced that the Board should have done this in public session; there is no harm to anyone's reputation. He expects to have a phone call tomorrow or the next day regarding his RTK request which was reasonable and needs to be complied with and the Board better educate the Town Administrator on the law. Again he stated that he did make a reasonable request, you need to comply with it. It was his belief that it was the Chair who told the Town Administrator not to give it to him, he didn't do it right, and he is confident that that is exactly what took place. He also made a RTK request to see all the hand documents (yellow pages) that were being passed at the meeting tonight. He will be in the office tomorrow morning, first thing to see them. His time was called.

Adjournment

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

The meeting adjourned at 7:03 PM.

Respectfully submitted,

Mary K. Jarvis

Mary K. Jarvis
Recording Secretary