

ALTON BOARD OF SELECTMEN
Minutes
August 17, 2020
Approved – September 9, 2020

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

R. Wentworth 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 has moved from "in-person" meetings to "remote audio participation meetings". To remotely attend the meeting (audio and video) visit our website: www.alton.nh.gov on the day of the meeting 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

R. Wentworth requested to amend the agenda adding New Business #2 Warrant Articles for Non-Profit Organizations, B. Holt requested #3 Employee Health Insurance, V. MacDonald requested #4 Monthly Bills, P. LaRochelle requested Water Bandstand Stoney Ridge Permit Fee (combined with existing New Business #1) and Old Business #1 Repairs and Maintenance to the Alton Bay Community Center and Gilman Museum. P. Wittmann requested New Business #5 Selectmen's Attendance at Political Rally's/Meetings. It was noted that this would be considered a chance meeting which answered the question so this no longer would need to be an amendment to the agenda.

R. Wentworth 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	

Announcements

None

Submission of Public Comments - Questions - Concerns

R. Wentworth read the following email that came into the Selectmen today (email dated 8/16/2020):

Hello, I am writing to you because I am appalled at the behavior of the people in charge of the car show that is happening today August 16th as well as the board of selectmen. I was at the meeting that discussed this car show and the stipulations and compromises that were agreed upon. I felt as though Mr. Sample was hostile at the meeting while Ms. DeRoche was only looking for some understanding and respect for the fact that a company is trying to run their business.

This car show has overtaken the area of monument square in the past and as such the business owners were concerned. This morning Mr. Sample has parked his vehicle directly in front of the True Value hardware store as well as other spots. I understood it to be ok for them to be from town hall, Maxfield realty and down to the railroad park.

Now this year he has gotten permits to have food trucks as well. The traffic and people are insane in the downtown area. What I do not understand is why this beautiful car show could not happen down the Bay Area where there are plenty of parking spots which are town property and plenty of local businesses that could benefit from the foot traffic!

I am disappointed to say the least.

I look forward to your response.

Regards,

Monique DeRoche

R. Wentworth informed the Board that Mr. Sample had come to see him and has asked that he respond to Monique DeRoche letter then get back to the Board of Selectmen. This will be on the next agenda. It was requested to obtain a Police report. B. Holt does not feel that Mr. Sample should be responding to the email. It was the opinion of the Board and in fairness to all parties involved they should all be able to tell their version of what transpired. If this cannot happen next week the Town Administrator will keep the Board informed.

Appointments:

None

New Business:

1. Water Bandstand Committee - Water Ski Show requests and Stoney Ridge Permit for Wetlands Application

P. LaRochelle informed the Board that the Water Bandstand Committee has several requests for the August 22nd (rain date August 23rd) water ski show that the Committee is hosting. Requests as follows:

1. A Finger Dock on the end next to Shibley's
2. Seven (7) Parking Spaces by the Community Center
3. One (1) Parking Space by the Boat Ramp
4. One (1) Parking Space by the Land Bandstand
5. Ramp Closure from 2:00 PM to 4:30 PM

P. LaRochelle explained the reasons for the requests. A need for signage was mentioned and will be taken care of by the Water Bandstand Committee and he has obtained cones from the Highway Department. Permission has been granted by Mr. Shibley for usage.

R. Wentworth made a motion to grant the requests by the Water Bandstand Committee as presented and P. Wittmann seconded. Roll call vote:

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

P. LaRochelle informed the Board that the fee for the Wetlands Permitting for the Water Bandstand repairs is \$3,099.68 by Stoney Ridge Environmental. The request is to withdraw from the Water Bandstand Capital Reserve Account using the same process as in the past. \$5,500 was approved by Town vote and will be placed into the Capital Reserve in December.

R. Wentworth made a motion to approve the withdrawal request \$3,099.68 from the Water Bandstand Capital Reserve Account payable to Stoney Ridge Environmental for the Wetlands Application Permits/Plans for the Water Bandstand and P. LaRochelle seconded. Roll call vote:

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

2. Warrant Article for Non-Profit Organizations

R. Wentworth was contacted by one of the Non-Profit Organizations in reference to a request that has been submitted. They were informed that these payments were being held off to see what the revenues were looking like. He feels that it is time to release the funds if they have been requested. V. MacDonald would like to see them submit paperwork to support their requests reflecting administrative costs vs. actual assistance. B. Holt mentioned asking for their financial statements which would reflect everything. Rules can be set for budgeting purposes for the future and can be an agenda item at later meeting. Letters of request are sent by the Non-Profits that submit and are approved; they don't just get paid automatically.

R. Wentworth asked for a motion to pay all Non-Profits at their request for their payments for 2020 as approved at Town Meeting and P. Wittmann seconded adding no longer holding off.

P. Wittmann made a motion to release the payments to the Non-Profits as voted on by the citizens at their request and seconded by P. LaRochelle. Roll call vote:

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

3. Employees Health Insurance

B. Holt mentioned that he has been going through the Employee Personnel Policy. He noticed within the policy that the Town pays 90% of the employees' health benefits and 80% of the dental coverage and for salaried employees the Town pays 100% of both. This will be discussed at budget time and wants to remind the Board about looking at during the budgets presentations. This is already being addressed by the Town Administrator and Finance Officer and will be submitted this year at budget time. L. Dionne noted that with the pandemic hitting, vendors not being able to do presentations etc. she feels that this will not happen for this year further elaborating that the policy changes that have been spoken about will be presented but there is no way that bids from various vendors for health/dental coverages could have been obtained this spring with closures. If there is something you would like addressed in the policy then contact the Town Administrator for further discussion.

4. Monthly Bills

V. MacDonald has a problem with the monthly bills and is refusing to sign them. He doesn't understand why there is over \$1,000 in blue tarps this month. He feels that the Town Hardware stores should be being used opposed to Aubuchon. Every month the Town is spending \$1,500 to \$2,500 on blue tarps. L. Dionne informed the Board that the Chairman has recused himself from this discussion. In addition, L. Dionne reviews the manifests weekly. V. MacDonald has been tracking the Aubuchon bills for months. L. Dionne does not have an answer but has offered to find out the answer as to the tarps and the need to know where they are going or what they are being used for. Business should be divided equally amongst the Town businesses. L. Dionne will remind the department heads that this should be done.

Old Business:

1. Repairs and Maintenance - Alton Bay Community Center and Gilman Museum

P. LaRochelle viewed the Alton Bay Community Center (ABCC) stating that this building needs to be addressed. The ceiling is peeling, paint is peeling off the building, the shingles are in disrepair and seems that they will need replacing, the rails and decking need to be resealed some need to be re-nailed both boards and balusters are twisting. There is a need to get these projects done. L. Dionne noted that the Grounds and Maintenance Director has been instructed to submit requests for Warrant Articles for these buildings. R. Wentworth feels that the West Alton Community Center should be sold potentially with the stipulation that the funds be distributed into the other buildings. For the Museum, it was suggested that anyone that knows a contractor to solicit them to submit a proposal for painting the outside trim. This all gets talked about but nothing ever gets done. P. Wittmann stated he has been informed by a constituent that the ABCC has become a kid's hangout around the 7:00 PM timeframe and should possibly have Police presence; L. Dionne will contact the department. V. MacDonald mentioned that

the West Alton Center needs to be looked at closely with L. Dionne informing that there are some legal ties still involved with the property; legalities need to be investigated. There have been no requests from the Grounds and Maintenance Department for any work or repairs to be done. P. LaRochelle offered to meet with K. Troendle to do a walk around for the ABCC. Proposals for the Museum should be submitted to the Town Administrator with hopes of getting the work done by September.

Selectmen Reports

B. Holt had nothing to report.

P. LaRochelle had nothing to report. R. Wentworth noted the concert went well; all agreed.

P. Wittmann reported on the Old Home Week Committee meeting discussing the various events. He was under the impression that R. Sample was working with the Hardware Store which apparently ended up a bit different.

V. MacDonald met with Conservation Commission who are getting ready to site visit their lots and working on getting some conservation easements on a few other lots.

R. Wentworth had nothing to report.

Town Administrator Report by L. Dionne

2020 Census Update

L. Dionne informed the Board that Nicole McKenzie from the US Census Bureau would like permission to set up a table in the Bay the day of the Water Ski Show to hopefully capture more of the seasonal homeowners. The request came in on August 11th. Previously they had permission from the restaurant on their property. N. McKenzie remotely joined the meeting. Alton has a low self-response rate which currently is 38.6% with a state average of 63.6%. Seasonal property owners need to respond for their second homes and may not be aware of this need. Census takers will be going door to door this week. We would be there to remind people to respond and provide information and to answer questions or assist them on site if they would like to do their response on the spot. Safety protocol will be followed. The census does not mail to PO Boxes, people are sent out to those residents' homes placing cards on their doors; COVID has played into this. September 30th is the final counting. You can call in or complete the census online.

P. LaRochelle made a motion to approve N. McKenzie, US Census Taker to set up in the Bay across from the land bandstand the day of the water ski show and V. MacDonald. Roll call vote:

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

Selectmen's Meeting Date - Labor Day

Various dates were discussed for the next regular meeting due to it falling on Monday, September 7th which is Labor Day; Town Offices are closed. It was the consensus of the Board to set the next Regular Meeting date on Wednesday, September 9th at 6:00 PM.

Capital Reserve Funds - Buildings

A list was provided to the Board of the Capital Reserve accounts for the various departments which was touched on a bit earlier. L. Dionne is looking for direction from the Board to see if there are any particular ones that they would like to see or not see a Warrant Article for this year. An email will be sent to the departments for submission for the regular Warrant Articles. V. MacDonald asked about the moving of monies into the Capital Reserve funds particularly for the Water Department. R. Wentworth will call L. Dionne this week to discuss the Water Department funds and moving of funds. Accounts can be combined through a process depending on the purpose they were set up for. V. MacDonald would like the paperwork on the Sidewalk Fund dated 12/28/2007. L.

Dionne explained that there are some issues with the sidewalk funds at the financial institution level; D. St. Cyr is working on a resolution. R. Wentworth advised the Board to look these funds over to be discussed at the second BOS Budget Workshop on August 31st.

BOS Budget Meetings

Departments are questioning the BOS Budget Workshops whether they will be attending in person or will it be remote attendance. Currently everyone is remote however the Board would like for it to be in person. L. Dionne feels that you cannot force them to attend in person if they don't feel comfortable doing so. The concern is understandable, the Board recommends that it be in person but that cannot be forced. As long as the justification sheets are complete we won't need them to be here.

Approval of Minutes

August 10, 2020 - Regular

V. MacDonald made a motion to approve the minutes of the Regular Session, August 10, 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

B. Holt made a motion to approve the Consent Agenda as submitted and P. LaRochelle seconded. Roll call vote:

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

1. Highway Department.

- a. Wage Adjustment: Matthew Peetz, Truck Driver, \$17.19 to \$17.53 retroactive to 1/1/20. Reasoning - hired under incorrect min/max wage chart. Was hired in 2019, but under the 2018 chart. See wage history from the Finance Office and memo from the Highway Department.

2. LRHHPF (HHW = Household Hazardous Waste):

- a. Annual Increase: Sarah Silk, Site Coordinator, \$23.34/hr to \$24.16/hr., effective 1/1/20.
- b. Annual Increase: Laura Parker, Assistant, \$1,900.08 (annual stipend), effective 1/1/20.
- c. Annual Increase: Janice Andrea, Data Entry & Survey, \$15.34/hr to \$15.88/hr, effective 1/1/20.
- d. Annual Increase: Sonja Kelly, Data Entry & Survey, \$15.34/hr to \$15.88/hr, effective 1/1/20.
- e. Annual Increase: Amy Capone Muccio, Data Entry & Survey, \$15.34/hr to \$15.88/hr, effective 1/1/20.
- f. Annual Increase: Michelle Garland, Data Entry & Survey, \$15.34/hr to \$15.88/hr, effective 1/1/20.

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

None

Non-Public Session:

R. Wentworth made a motion to enter into Non-Public Session pursuant to RSA 91-A: 3, II (a) and seconded by V. MacDonald. Roll call vote:

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

R. Wentworth moved at 7:31pm to exit nonpublic session. 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>

R. Wentworth 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 any proposed action of the board ineffective. 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>

Adjournment

R. Wentworth moved at 7:33pm to adjourn. V. MacDonald seconded. Motion carried.

Respectfully submitted,

Mary K. Jarvis

Mary K. Jarvis
Recording Secretary