

ALTON BOARD OF SELECTMEN  
Minutes  
September 9, 2020  
**Approved – September 21, 2020**

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Chairman R. Wentworth convened the meeting at 6:00 PM, announcing 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](http://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.

P. LaRochelle 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, Excused Absence  
Elizabeth Dionne, Town Administrator

**Agenda Approval**

V. MacDonald made a motion to approve the agenda as submitted and P. Wittmann seconded. Roll call vote:

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

**Announcements:**

None

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

- Roger Sample - Old Home Day Car Show Response Letter

A written letter in reference to the Car Show was submitted by R. Sample which was agreed by the Board to be a bit difficult to read.

R. Wentworth noted that the Permanent Easement for the DeRoche property was provided to the Board which referenced and defined the parking areas of concern that R. Sample parked his vehicle in the day of the Car Show. R. Wentworth stated it was unfortunate what transpired that day. The Old Home Day Committee never blocked off the parking in front of Town Hall; two (2) wrongs do not make a right however nothing can be done about this now, it is unfortunate and terrible that adults cannot get along. When the time comes next year, a possible recommendation may be that no cars be parked in front of Town Hall or in Monument Square and possibly the Car Show will need to be further down on Main Street. This will need to be taken into consideration the next time it comes to the Board for approval. Each Board member voiced their opinion.

**Appointments:**

None

**New Business:**

1. DeRoche Parking Discussion

Previously discussed above during submission of public comments - questions - concerns.

2. Conservation Commission - Selectmen's Position

The Conservation Commission submitted a request that the Selectmen's position on the Commission become a full voting member of the Commission. A legal opinion was provided. It is the Board of Selectmen who need to vote to change the position as requested. L. Dionne informed the Board that there are seven (7) voting positions on the Conservation Commission and under the impression for a long time that there were only five (5) voting positions which is why he had not been voting as a liaison. The difference of a liaison and Ex-Officio member was discussed and clarified.

P. LaRochelle made a motion to appoint V. MacDonald as an Ex-Officio voting member of the Conservation Commission and P. Wittmann seconded. Roll call vote:

P. LaRochelle, yes          P. Wittmann, yes          V. MacDonald, abstain      R. Wentworth, yes

3. Roberts Cove Beach Email Concerns

V. MacDonald stated that the emails were sent to the Board of Selectmen by the Conservation Commission at his request. The requestor is looking for clarification on the easement for the Roberts Cove Beach access. V. MacDonald feels that because the Board signed the easement not the Conservation Commission that they need to address the concerns. R. Wentworth agrees that these concerns need to be looked into and addressed. This may involve the Building Official and the Police Department. R. Wentworth would like to see the current easement. Signage is located at the area and is maintained by the Town. Copies of the easement were requested then the Board will get back to the property owner.

4. Non-Profit Organizations - Requirements for Funding Requests

L. Dionne noted that the Board previously requested that requirements be discussed for the Non-Profit agencies submitting appropriation requests for funding. The letter has already gone out to them with a due date of August 31<sup>st</sup>. The letter and the requests were available to the Board, to date all requests have already been received for this year. L. Dionne offered to send another letter out to each of them. It was the consensus of the Board to send another letter to each of the Non-Profit organizations asking for a more specific breakdown of where the money that is raised by the Town is being used. Roll call consensus:

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

5. Streetlights in the Bay Area Discussion

A list of all the street lights in Town was provided to the Board. V. MacDonald has gone through the list naming some specifics. R. Wentworth feels that the Board needs to go down, look at each pole keeping in mind that there has always been a light on every Town road and there have been lights and on private roads off of the Town road for emergency responders. This will take some time to accomplish and the Board needs to report to L. Dionne once done for a future agenda. It was noted that only two (2) Selectmen could do this to avoid a quorum.

6. Highway Department - Warranty Purchase 2020 Dodge Ram 5500

A discussion transpired amongst the Board members regarding an additional warranty purchase. K. Roberts is asking for reconsideration of purchasing the additional warranty for 75,000 instead of waiting another two (2) years. R. Wentworth feels it should be longer. K. Roberts remotely joined the meeting and informed the Board that this was the highest warranty that was offered. It is not a bumper to bumper and he would need to provide the package to the Board; it covers a lot but not everything. The actual cost will be brought to the Budget Meeting along with the details of the coverage.

7. Highway Department - Winter Sand Bid Award

K. Roberts provided a recommendation to award to Northeast Earth the Winter Sand Bid for 2021-2023 costs as follows:

2021 - \$7.75 (picked up) \$12.75 (delivered)  
2022 - \$8.00 (picked up) \$13.25 (delivered)  
2023 - \$8.25 (picked up) \$13.75 (delivered)

P. Wittmann made a motion to approve Northeast Earth the Winter Sand Bid for 2021-2023 and V. MacDonald seconded.

Discussion: K. Roberts informed the Board that the cost this year went up almost \$5.00 per yard which they will see the increase during the budget presentation.

At this time, the motion on the table was called. Roll call vote:

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

8. Highway Department - Roberts Cove Road Survey Bid Award

V. MacDonald made a motion to award the Roberts Cove Road Survey bid to Eckman Engineering, LLC in the amount of \$7,650 and P. LaRochelle seconded.

Discussion: R. Wentworth was not familiar with this vendor. K. Roberts feels that they were fairly detailed in their submission and have discussed the work with them.

At this time, the motion on the table was called. Roll call vote:

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

9. Highway Department - Truck Build - Dump Body, Plow and Wing Plow Bid Award

K. Roberts recommended Viking Cives for the truck build noting it was the same vendor that the 6-wheeler was awarded to previously. Dates for arrival may be March or April noting anything coming out of Canada could be delayed. V. MacDonald questioned getting things elsewhere; it would be dependent on the vendor's willingness to deal. Plowing and Sanding equipment may be reduced for this year. Things could change, this would be the decision of the Board and dates are all subject to change. The Town's mechanic will be speaking with the vendor hopefully with further information. You might have to pay more with another vendor but have the equipment faster. K. Roberts feels that Viking is the low bidder and the bid should be honored. Moving into the future there should be clauses written into any contracts that have to do with equipment with penalties for deliveries.

R. Wentworth made a motion to award the Truck Build - Dump Body, Plow and Wing Plow Bid for the 10-wheel chassis to Viking Cives in the amount of \$48,515 and V. MacDonald seconded. Roll call vote:

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

10. Highway Department - Discussion - Bid Submissions, New Riverside Cemetery Engineering

K. Roberts remained remotely in the meeting. Lengthy bid submissions were provided to the Board on the Engineering for the New Riverside Cemetery for review.

V. MacDonald made a motion to award the bid for Engineering for the New Riverside Cemetery to Eckman Engineering, LLC in the amount of \$31,200 (Phases 1-4) and P. LaRochelle seconded.

Discussion: R. Wentworth noted that this was spoken about last spring. There is 50K in the Capital Reserve. L. Dionne noted that the money was from a Special Warrant Article with a five (5) year deadline. It was approved last year. K. Roberts gave an overview of some of the expectations such as ledge location, new vault, future columbarium and if there is any money left it could be used for a design for a new vault. Trust money possibly could be used.

R. Wentworth made a motion to award the bid for Engineering for the New Riverside Cemetery to Eckman Engineering, LLC in the amount of \$31,200 (Phases 1-4) and P. Wittmann seconded. P. LaRochelle voiced that he thought there was already a motion on the table by V. MacDonald. R. Wentworth rescinded his motion and P. Wittmann rescinded his second.

The previous motion by V. MacDonald and seconded by P. LaRochelle to award the Engineering for the New Riverside Cemetery on the table held. Roll call vote:

P. LaRochelle, yes

P. Wittmann, yes

V. MacDonald, yes

R. Wentworth, yes

11. West Alton Community Center - Discussion

R. Wentworth had previously brought this forward. The property is held in Trust. A legal opinion from Attorney Sessler outlined and informed that nothing can be done with the property such as selling without court approval and a Town Meeting vote. A Petition could be done. V. MacDonald feels it should be held unless everything goes including the Fire Station and should be given back to the family that donated it. R. Wentworth voiced concern of it costing the taxpayers monies for repairs and upgrades when it is not being used and feels that the Town needs to do something with it. P. Wittmann feeling sentimental after attending a few functions at the location thought possibly a Public Hearing might be in order. Discussion transpired amongst the Board regarding the various solutions. P. LaRochelle brought forward the Historical Society. L. Dionne noted it does not fall under them and she had previously spoken with the President of the Historical Society and was told that they had no interest in the location, he was speaking on a personal level not on behalf of the entire society. L. Dionne offered to contact them again. P. LaRochelle mentioned this due to their interest to the Alton Bay Community Center which he was informed is registered on the National Registry of Historical Buildings. The more time that goes by the more the building deteriorates and the more time and money that has to go into it for upkeep and repairs. R. Wentworth does not feel that another Public Hearing was necessary. He feels that an ad should be placed in the newspaper looking for a group of volunteers to come up with a plan to revive the building to be used for public functions and see if anyone steps forward. Nothing has ever materialized from the previous attempts. We need to have a better plan in place for the buildings. P. Wittmann inquired about the use of other buildings; L. Dionne responded the Pearson Road Center (PRC) and the Alton Bay Community Center (ABCC) are used regularly. A couple of Non-Profits use the ABCC building and PRC is used by a Non-Profit and CAP and weekends for private functions. P. Wittmann wondered about the current policy for using the buildings and the fees. The fees are uncertain. P. Wittmann still feels there should be another Public Hearing to see if there is an interest in another function facility to benefit the people of Town. V. MacDonald voiced his concern about that this should have been done before taking this property from the family through the courts; this should have been discussed then. This building might be used if it were fixed up and made nice again. R. Wentworth is against heating it during the winter. P. LaRochelle feels estimates need to be obtained for fixing the property. A plan needs to be put in place before moving forward. L. Dionne offered to have the Parks and Recreation Department come up with some statistics for the other buildings usage and revenues, etc. It was the consensus of the Board to actually hold a Public Hearing when people can personally attend the meeting with it being opened to the public. This will be held once the EMT allows public meetings.

12. Fire Department/ Water Department - Fence Quote

L. Dionne informed the Board that this item has been cancelled from this agenda.

13. Fire Department - Hose Testing

J. Beaudoin, Fire Chief remotely joined the meeting. Fire hose is required to be tested annually with a visual test and pressure test. In the past, it has been done off the pump of the truck up to 300 psi, which is a hazard to the truck; it is too much pressure for the amount of time needed. The second issue is the safety of those testing. This is a third party vendor, they test at 30-cents per foot which is a very good price although the department has a lot of hose. There is only one company in this area that performs the service. The quote is for \$4,050 for roughly 13,500 feet of hose and is a planned expense within the budget. The vendor performs the tests off of their own trailer with their own high pressure pumps; this is all done in one day. The money will come from line 453 which is the fire equipment testing line in the budget. L. Dionne informed J. Beaudoin that if it was under 5K she could approve and is authorized to do so. No motion was necessary. The Board had no problem with this being done. Consensus:

P. LaRochelle, yes

P. Wittmann, yes

V. MacDonald, yes

R. Wentworth, yes

Old Business:

1. Highway Department - Correction to Previously Awarded Gravel Bid (previously awarded on 7/30/2020)

K. Roberts, Highway Manager again joined the meeting. This was previously awarded to Pike Industries. The Highway Department stated they didn't follow the bid specification directions after noticing that they gave a per

ton price opposed to cubic yard pricing. The conversion is about 1.5 tons per yard and they spoke with Pike about it and told them they weren't being awarded due to that fact; they agreed without a problem.

P. Wittmann made a motion to award the Gravel bid to NE Earth of Barnstead, NH and V. MacDonald seconded.

Discussion: R. Wentworth noted that a motion should be made to revoke the previous motion to Pike Industries due to errors on the cubic yard opposed to ton price of the gravel.

The motion and second on the table were rescinded.

Discussion: R. Wentworth feels that the Town should have a letter from Pike Industries acknowledging the revocation of the bid. As long as this is documented the Town will go with that, in the future we should have that acknowledgement in writing. K. Roberts stated that this could be done at a future meeting and will get a letter acknowledging this revocation of the award.

This item was tabled.

## 2. Fire Department - Security Window Installation

J. Beaudoin, Fire Chief again joined the meeting. Local contractors were contacted and chased without success. Granite State Glass was contacted and quoted the next day. R. Wentworth asked if monies were available through the PPE avenues. J. Beaudoin responded that the hope is to use the Building Capital Reserve to fund the project and when FEMA funds it can be reimbursed; there is no guarantee of FEMA funding however this is something that needs to happen regardless. L. Dionne feels that this could happen but it could be funded through the Emergency Management budget through the line opened for the COVID expenses then reimbursement could happen to that line. This would be a Board decision. The final price is \$5,400.

R. Wentworth made a motion to approve the recommendation from the Fire Chief to install the Security Window and Accessories \$5,400 from Granite State Glass from the Emergency Management line and P. LaRochelle seconded. Roll call vote:

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

## Selectmen Reports

P. LaRochelle reported on the ZAC meeting. The Zoning Ordinances are being reviewed revisiting the ones that did not pass last year for either word changes or to make them easier to understand. They discussed Air B-n-B's, Tiny Home and Cabins are being looked into. The Water Bandstand Committee previously met noting that the Escrow Account balance as of 2020 is \$3,579.56, donations from January 2020 to August 2020 are \$3,580.00, water ski show donations are \$1,220.00. The current balance as of August 26<sup>th</sup> is \$6,948.93. A thank you to all for their support.

In addition, P. LaRochelle questioned L. Dionne about the Town Moderator; it was brought to his attention that she had received an email regarding pizza being brought in to the Primary and that they would not be allowed to bring it or any food in from outside. L. Dionne confirmed she had sent an email to the Town Clerk and the Town Moderator which were the same emails from the Manager's List Serve that mentioned some communities would not allow food to be brought in such as trays of open food and that they would require the workers to bring their own meals or that the municipality would pay for the meals but that they would be individually wrapped. No coffee stations were going to be open. This was informational only and they were not required to follow that direction. This was a misinterpretation/miscommunication. L. Dionne will forward the email that was sent to the Board for their clarification. V. MacDonald questioned P. LaRochelle about questions that came before the Planning Board in reference to private roads and right-of-ways; he is looking into clarification on their use. P. LaRochelle stated that all current Ordinances are being looked into and the ones that were rejected last year are also being reviewed as well as new ideas.

P. Wittmann had nothing to report.

V. MacDonald reported on the Conservation Commission who are getting ready to walk the Conservation properties. There is a problem on a lot over by Route 11D on Timber Ridge with some pins being moved; this has been addressed and straightened out. The Planning Board is busy.

R. Wentworth had nothing to report. He thanked all who participated in the Election yesterday. P. Wittmann noted there were 1407 votes cast opposed to the last Primary with only 900 which is quite an increase. There were many more absentee ballots. The Budget Committee will be meeting twice in the next couple of weeks and R. Wentworth had no Emergency Management update as he has not been able to attend due to conflicts with his regular work staff and invited any of the other Selectmen to attend on the Wednesday afternoons when they take place as he won't be able to attend.

### Town Administrator Report

#### Central Fire Station Floor

L. Dionne requested that J. Beaudoin, Fire Chief remotely join the meeting; allowed. Photos of the Central Fire Station floor were provided to the Board. This is where Engine 1 is parked which showed a crack in the floor which is along where the edge of the truck is parked where the tires are located. There is an inch to an inch and a half dip in the floor and seems to be caving in and collapsing. K. Roberts was consulted and he informed J. Beaudoin that many years ago where the ladder truck was parked had to be dug up with the concrete having to be redone. The concrete that is in the remaining bays is only about three (3) inches thick and is more like a mortar opposed to concrete; is not the right product, not compacted correctly and there is no rebar reinforcement built into the floor. Problems will continue with the weight of the vehicles. J. Beaudoin will provide a bid spec for approval for fixing the floor at the next meeting. Currently it is only this particular floor that has the issue but the others will soon follow. It will be a Board decision whether to fix everything now or just the current floor that is in disrepair. It is unknown what the repairs will entail or cost. The plan is to have the specs put together for Board approval and get it out to as many local contractors as possible. It was the consensus of the Board to allow the Chief to get this out to bid obtaining pricing on the one (1) bay as well as the other sections of the floor. It was suggested to get a 4,000 pound mix and fiber mesh. K. Roberts will be consulted for creating the specifications.

#### Solid Waste Recyclable Revolving Fund

As previously requested by the Board, L. Dionne provided a legal opinion from Attorney Sessler regarding the use of the Solid Waste Recyclable Revolving Fund. R. Wentworth potentially feels that this should be amended for materials that are brought in and charged for such as Pressure Treated wood, mattresses etc. Currently the Revolving Fund has a little over 470K in the fund. If you are charging people to dispose of things that go over the scales then that money should not just be going into the general fund, you should be able to use some of that money to dispose of it like the other recyclables. L. Dionne clarified that when the revenues for non-recyclables get paid to the Town, it goes into the General Fund it shows as a revenue to offset the budget line. The department will be over budget by roughly 20% to 25%. This is a thought to be considered for the forthcoming Warrant Articles; L. Dionne will speak to the Solid Waste Superintendent.

### Approval of Minutes

#### August 17, 2020 - Regular

V. MacDonald made a motion to approve the minutes of the Regular Session, August 17, 2020 as presented and R. Wentworth seconded. Roll call vote:

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

#### August 17, 2020 - Non-Public

V. MacDonald made a motion to approve the minutes of the Non-Public Session, August 17, 2020 divulging none and P. Wittmann seconded.

Discussion: P. LaRochelle has a question/correction on the discussion. This needs to be brought into Non-Public. Tabled until after Non-Public Session.

August 24, 2020 - Budget Meeting

P. LaRochelle made a motion to approve the minutes of the Budget Meeting, August 24, 2020 as presented and V. MacDonald seconded. Roll call vote:

P. LaRochelle, yes          P. Wittmann, yes          V. MacDonald, yes          R. Wentworth, abstain

August 24, 2020 - Non-Public

V. MacDonald made a motion to approve the minutes of the Non-Public Session, August 24, 2020 divulging none and P. LaRochelle seconded. Roll call vote:

P. LaRochelle, yes          P. Wittmann, yes          V. MacDonald, yes          R. Wentworth, abstain

August 31, 2020 - Budget Meeting

V. MacDonald made a motion to approve the minutes of the Budget Meeting, August 31, 2020 as presented and P. LaRochelle seconded. Roll call vote:

P. LaRochelle, yes          P. Wittmann, yes          V. MacDonald, yes          R. Wentworth, abstain

Note: R. Wentworth was present at the meeting (\*\*as noted below) therefore changing the Roll call vote:

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

August 31, 2020 - Non-Public

V. MacDonald made a motion to approve the minutes of the Non-Public Session, August 31, 2020 divulging none and P. Wittmann seconded.

Discussion: At this time, R. Wentworth noted that the Board needed to go back to the previous minutes of August 31<sup>st</sup> Regular Meeting which reflects him as being absent; he was not absent therefore changing his vote to yes.\*\*

Again, V. MacDonald made a motion to approve the minutes of the Non-Public Session, August 31, 2020 divulging none and P. Wittmann seconded. Roll call vote:

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

At this time P. LaRochelle commented that his previous question regarding the August 24<sup>th</sup> Non-Public minutes is actually in the Budget Meeting minutes of August 24<sup>th</sup>.

August 17, 2020 - Non-Public

V. MacDonald made a motion to approve the minutes of the Non-Public Session, August 17, 2020 divulging none and P. LaRochelle seconded. Roll call vote:

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

August 24, 2020 - Budget Meeting

P. LaRochelle wanted to comment on the discussion within these minutes. The discussion about the Emergency Management Team regarding the reopening of the Town Hall last paragraph page 2 beginning with "There have been cases"; there needs to be more specific comments reflected by Board members who participated in this discussion.

R. Wentworth informed the Board that a motion can be made tonight to amend those minutes and present for re-approval at the next meeting.

P. LaRochelle made a motion to have Mary review the Budget Meeting minutes of August 24, 2020 amending them on Page 2 with more detail of the comments from P. LaRochelle and others bringing them forward (if needed) for re-approval at the next meeting.

Further Discussion: V. MacDonald feels that they should be word for word.

The motion on the table was called. Roll call vote:

P. LaRochelle, yes          P. Wittmann, yes          V. MacDonald, yes          R. Wentworth, abstain

**Consent Agenda Approval**

V. MacDonald made a motion to approve the Consent Agenda as submitted on September 9, 2020 and P. Wittmann seconded. Roll call vote:

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

1. **Fire Department:**

a. Hire: Landon John Baker, Student Intern, \$12.47/hr.

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

None

**Non-Public Session:**

At 7:34 pm, R. Wentworth moved to enter into nonpublic under RSA 91-A:3,II, a and e. P. LaRochelle seconded. Roll call vote:

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

R. Wentworth moved at 7:42 pm to exit nonpublic session. P. Wittmann seconded. Roll call vote:

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

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 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                      Roll call vote carried unanimously

**Adjournment**

P. LaRochelle moved at 7:43 pm to adjourn. P. Wittmann seconded. Motion carried.

Respectfully submitted,

*Mary K. Jarvis*

Mary K. Jarvis  
Recording Secretary