

ALTON BOARD Of SELECTMEN  
Meeting Minutes  
September 18, 2006  
ALTON TOWN HALL

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**Convene**

Chairman Blackstone convened the meeting at 6:05pm, present were the following members of the Board and staff:

Cris Blackstone, Chairman  
Stephan Blackstone, Vice-Chairman  
A. Pete Shibley, Selectman  
E. Russell Bailey, Town Administrator

The Chairman led those assembled in the Pledge of Allegiance to the Flag and a Moment of Silence.

**Approval of the Agenda**

C. Blackstone noted the Board of Health meeting has been postponed and will be rescheduled for a later date.

She amended the agenda to add Conservation Easement as Item #5 in New Business. R. Bailey stated he had no other changes or additions. P. Shibley noted he would like to add Policy Changes as Item #6 in New Business.

The Board voted unanimously to approve the amended agenda, removing the Board of Health and adding the Conservation Easement and Policy Changes.

**Announcements**

Auction of Fire Equipment – R. Bailey noted the auction of the fire equipment and boat will take place September 30, 2006 at the W. Alton Fire Station beginning at 9:00am. According to his information this is a regular auction.

**Selectmen's Committee Reports**

P. Shibley noted the Downtown Revitalization Committee had received a second grant, work is proceeding on the path and walkway. Materials and signage will be purchased. This grant is from DRED, it is a trails grant.

S. McMahon noted the Budget Committee has developed a schedule, some meetings he will not be able to attend. He will keep the Board advised. It was noted P. Shibley is the alternate representative to the Budget Committee.

C. Blackstone noted the Planning Board and ZBA held the cell tower meeting the media covered the meeting quite well. She mentioned that she and P. Shibley had attended the 3<sup>rd</sup> in a 4-part series of the Selectpersons's Institute on Saturday.

### **Town Administrator Report**

R. Bailey presented an up-date on the Eagle Scout project by Bryce St. Cyr. He noted the bandstand roof has been completed. In reference to the other project at Jones Field, this will not be done by the Boy Scout Eagle candidate, He continued Parks & Recreation had plans to dismantle the wall and based on the Selectmen's prior meeting, K. Troendle has some quotes and these are between \$10,000 – \$12,000 thousand dollars to rebuild the fence. He recommended this matter be discussed during budget sessions, and that no work should be done until after the budget review by the Selectmen to ensure that everyone agrees to potentially remove the wall and then rebuilding a new fence, either this fall or in the spring based on budget. He will inform K. Troendle of this.

C. Blackstone asked about the \$10,000-\$12,000 thousand dollar costs. R. Bailey stated this was to rebuild the wall. This budget will be discussed within 3 weeks.

R. Bailey noted two attorneys representing two sub-divisions had sent correspondence relative to Clay Point Road and Merrymeeting Estates. One for a layout petition and the other for a road acceptance and dedication. He will review these in detail with Town Counsel and come back to the Board on October 2<sup>nd</sup> with recommendations.

R. Bailey noted with regards to municipal motor vehicle registration procedures; that last year these were approved in the Town Clerk's budget to expand her operation to include heavy duty trucks and vehicles. He presented an agreement from the State to allow the Town Clerk to implement the MAAP system with terms and conditions as noted in the document. S. McMahon motioned to accept the MAAP agreement, seconded by P. Shibley and passed with all in favor.

R. Bailey continued that this will be the first year chipping will be done at the Transfer Station. Bids will be mailed within two weeks to have a company come in to do this work

R. Bailey noted he had official notification that the Town will receive a check from FEMA in the amount of \$109,043. He will sign documents to certify the proper paperwork has been completed as part of the yearly audit.

S. McMahon noted that Little Fenway is part of the Town's identity and consideration should be taken during the budgeting process.

### **Public Input I**

None

**Approval of Selectmen's Minutes of September 5, 2006**

Public Session I & II & sealed Non-Public session - P. Shibley noted on page 3 that the minutes should reflect he had *abstained* in the motion regarding the Board of Health., this was so noted and C. Blackstone noted page 2 that the word *March* should be capitalized. P. Shibley motioned to approve the minutes of September 5, 2006 as amended, seconded by C. Blackstone and passed with one abstention (SM)

**Approval of Non-Public Session Sealed Minutes of September 7, 2006 - Board approval was postponed until the next meeting.**

**Old Business**

1. 2007 Budget Status – R. Bailey noted the Budget Committee's schedule is included in the Selectmen's packets. He enclosed the CIP schedule, it was noted C. Blackstone will be the Selectmen's representation to that committee. With reference to the Selectmen's schedule, the Board discussed possible dates. More on their schedule will be reviewed at their next meeting. C. Blackstone thanked at those who had worked in preparation of the Budget books and etc.

**New Business**

1. NH Electric Co-Op and Union Telephone Co. – Pole Petition for Avery Hill Road. S. McMahon motioned to approve the petition as submitted for #2609-T, seconded by P. Shibley and passed with all in favor.
2. Vote on items submitted by the Assessing Department – Intents to Cut – (2)-S. McMahon motioned to approve the Intents to Cut for D. Widerstrom as recommended by the Assessing Officer for Map 12/Lot98 and Drew Hill upgrade, seconded by P. Shibley and passed with all in favor.
3. Request from Keith Jordan – Re: Big lake Half Marathon. R. Bailey noted this event is scheduled for May 12, 2007. P. Shibley asked that the NH application include that the no parking signs in Alton will be obeyed and illegally parked vehicles will be towed. This should be up to the committee who run the event. P. Shibley moved to approve the request contingent that on the State application that Alton parking regulations and signs be obeyed and cars illegally parked will be towed, seconded by S. McMahon and passed.
4. Request for Shooting Range – R. Bailey noted he had received notification that the Rines Road it be opened up for a shooting range. The Police Chief and Highway Agent did not recommend this. R. Bailey stated there could be too many liabilities. S. McMahon agreed. It was noted there is conservation land and a pond in the area. C. Blackstone made a motion “no” in using Rines Road and Town Property for a shooting range, seconded by P. Shibley and passed with all in favor.

5. Conservation Easements – R. Bailey advised this had been reviewed and approved by the Town Attorney. It was agreed to put this matter on the next agenda.

6. Policy Changes – P. Shibley and S. McMahon presented policy changes as follows:

- a) **Police Detail Work** - P. Shibley motioned that only sworn, certified Alton police officers shall be scheduled for special and private detail work, to include that policemen working on private details will need to be assured that a Form A Document is on file at the Police Standard and Training Office in Concord to ensure that all details are using certified police officers, seconded by S. McMahon for discussion. S. McMahon noted the officers should have the schooling for the detail, and the motion passed unanimously.
- b) **Household Trash & Garbage** – P. Shibley motioned that Town employees are prohibited from bringing any of their personal household garbage to their place of employment to be disposed of by other employees at the Town's Solid Waste Center, seconded by S. McMahon for discussion. It was noted persons have been bringing in trash from outside and having it brought to the landfill by our Town employees. The motion passed unanimously.
- c) **Police Chief Contract** – P. Shibley noted that the Police Chief's contract refers that he is a working chief as stated on page 4. P. Shibley motioned that the Chief be included in the regular schedule of patrol duties as a working chief, so much as necessary. S. McMahon seconded and noted for discussion that this had become an issue at one point in time when the Board was told he was just an administrator. The motion then passed unanimously.
- d) **Special Detail Work** - P. Shibley motioned that the Police Chief be prohibited from from working any job in part-time or not, in any other community unless he first notifies the Board. P. Shibley continued in the event the Police Chief seeks to work a special detail in another community, he must notify this Board through the Town Administrator for specific permission, for the specific special detail, seconded by S. McMahon and the motion passed unanimously.
- e) **Maintenance - Town Buildings and Grounds** - S. McMahon made a motion to state that any cleaning, painting, repairs, remodeling and landscaping work, including seasonal clean-up work pertaining to grounds and maintenance for the Town and Town Buildings, is the responsibility of the Department of Parks & Recreation/Buldings and Grounds, unless its specified by the Board of Selectmen that the job is "too big" for that department, seconded by P. Shibley. In a

discussion it was noted on several occasions maintenance work had been performed by private contractors rather than our own Buildings and Grounds Department, this could be a double cost to taxpayers. The motion passed unanimously.

- f) **Town Credit Card** - P. Shibley made a motion to prohibit the Police Chief from using the Town's platinum VISA business card, the Chief will now utilize the Town's Purchase Order system, and added that if a timely purchase is needed, the Chief should notify the Town Administrator who will contact three Selectmen for approval. He continued for purchases up to \$25.00, that the Chief use the Police Department petty cash fund, seconded by S. McMahon and passed with all in favor.
- g) **Use of Town Vehicles** - P. Shibley motioned to prohibit employees from driving Town vehicles back and forth to work to be in effect after December 31, 2006, seconded by S. McMahon. In a discussion it was noted that the Police Chief contract allows him the use of a cruiser, the documented odometer reading reflects 28.4 miles each way or 56.8 miles round trip. Also noted was the Chief had previously stated to the Selectmen he would give up the cruiser in lieu of receiving mileage costs, currently at 44.5 cents per mile. The Board discussed exceptions noting that the Highway Agent and Fire Chief retain their use of Town Vehicles in the event of emergencies, they both live in Town and do not have a contract. P. Shibley amended his motion to state that the Police Chief be prohibited from driving the Town vehicle to and from work effective December 31, 2006 or sooner if he prefers, and the Police Chief will be compensated for mileage for the 56.8 round trip at the rate of 44.5 cents per mile for his personal vehicle. The motion as amended was seconded by S. McMahon and passed with all in favor.
- h) **Police Department Time Clock & Time Cards** - P. Shibley motioned to request that all officers and personnel in the Police Department be required to use a time clock and time cards and that the Police Chief sign each one to certify accuracy before they are presented to the Finance Office, seconded by S. McMahon and passed with all in favor.
- i) **Town Equipment** – S. McMahon motioned that every piece of Town owned equipment, including computers, adding machines, etc., be returned to the Town to their point of origination. He continued Town equipment should not leave the buildings without prior authorization from the Department Head, and that if work must be done at home, Town equipment should be returned the following day. The motion was seconded by P. Shibley and passed with all in favor.

In a discussion relative to an inventory on all the items the Town owns, numbering these pieces and having employees sign them out, R. Bailey advised the Town takes an annual inventory and he can provide a list to the Board for their review and changes can be made.

**Public Input II**

R. Carbone asked about the FEMA funds. The Board and Town Administrator explained this was a reimbursement for flood related problems.

**Non-Public Session**

At 7:00pm the Chairman motioned to enter non-public session pursuant to RSA91-A:3,II (a) ( c ) and ( e)the motion was seconded and the Chairman polled the members who each voted in the affirmative.

Respectfully submitted,

Patricia Rockwood, Secretary

ALTON BOARD OF SELECTMEN:

Minutes Approved: October 2, 2006