

ALTON BOARD OF SELECTMEN
Minutes
September 21, 2020
Approved – October 5, 2020

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 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.

V. MacDonald 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

Agenda Approval

R. Wentworth noted that there will be an item added to the Consent Agenda for a payroll authorization.

P. LaRochelle made a motion to approve the agenda as amended and P. Wittmann 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

None

Appointments:

- Jack Savage and Matt Leahy - Society for the Protection of NH Forests - Mt. Major (Blue) Trail

Jack Savage and Matt Leahy from the Society for the Protection of NH Forests remotely joined the meeting. J. Savage informed the Board of the work being done on the Mt. Major (Blue) Trail. Trail work has begun over the last couple of weeks and is going well. We met with an Emergency Responder to be sure that they had access through the gate during the construction period. We anticipate that this will be short-term so that the parking area can be reopened hopefully by early October. This is the first phase of a longer term plan; anticipated is spending a lot more time and money on the primary trail that goes to the top of the mountain over the ensuing years. This is both for public safety and an environmental standpoint because of erosion issues. The Society wanted to consult with the Board in reference to the parking along the road. Further elaborating that DOT was sent a letter from the Board and that the Society is in agreement with the Board's stance and subsequently the Society has had conversation with DOT. It was noted that DOT was looking for enforcement to be provided from the Town regarding the no parking that was established. Working with the other partnerships that are involved parking can be addressed through signage as to how people can be directed on the days when there is overcrowding. R. Wentworth noted there were approximately 40 cars parked on Jesus Valley Road on Saturday. A process needs to

be established with a need to work together and we can make it work by doing so. The Society has approached DOT about acquiring the land where the parking lot sits. Currently we lease the land from DOT with a MOU with certain things that the Society can and cannot do; without full rights. The Society would like to have a bit more flexibility. Conversation has begun with DOT to purchase some or all of the land where the parking lot sits. As part of the DOT process they would need to offer that land to the Municipality before allowing the Society to acquire; it is a long-term process with rights of first refusal. The Society was looking for direction and thoughts from the Board. R. Wentworth voiced that this is a fabulous idea and would have liked to see DOT do some of the work for them to cut expenses. In addition, he felt that the Town should not take on such responsibilities. J. Savage noted they are not afraid of taking on the additional responsibility but feel constrained with flexibility by the lease terms. This issue will likely come to the Board in the future from DOT. V. MacDonald thought that bags should be placed on the No Parking signs while the work is being performed, R. Wentworth disagreed. It was noted that according to the provided map, the parking is being directed to Route 11D using the tunnel to access all trails. J. Savage again stated this work will be completed before too long, there have not been any problems with a professional performing the work and anticipates the parking area to be open for the Columbus Day weekend which is the biggest use time. P. Wittmann came through the area today, saw the cones that were placed noting that the people are not parking there. P. LaRoche mentioned he saw the State Police in that area recently; they were ticketing people. He further questioned the anticipated timeframe for the current work which should hopefully only be another couple of weeks. The Board thanked and voiced appreciation to the Society. J. Savage encouraged the Board to contact the Society at any time, for any reason.

New Business:

1. Special Events Application - Alton Business Association - Harvest Happenings 2020

An application was presented for the planned event. R. Wentworth mentioned that the EM Team approved this event. The hope would be to allow Halloween as other named events have taken place over the past months such as band concerts in the Bay. L. Dionne stated that the EM Team should be making a decision on Halloween soon. P. LaRoche will ask the question tomorrow. B. Holt wants to make sure that there are three (3) Porta-Potties available. L. Dionne stated that this issue was part of the EM Team's decision on the approval. R. Wentworth voiced a concern that at the concerts there was no social distancing. The Board was informed that Amiee Terravechia and Christy Painchaud were remotely in attendance. A. Terravechia added that this went back and forth with the EM Team a few times to address and resolve any concerns. A safety plan was also submitted for strategic planning to keep people from moving area to area; this plan showed the location of the three (3) Porta-Potties. The goal is for this to be a safe, friendly family event; C. Painchaud was in agreement. P. LaRoche voiced that it was a well submitted packet.

P. LaRoche made a motion to approve the Special Events Application - Alton Business Association - Harvest Happenings 2020 and B. Holt seconded. Roll call vote:

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

2. Fire Department/Water Department- Fence Quote

J. Beaudoin, Fire Chief and C. Mitchell, Water Superintendent remotely joined the meeting to discuss the submitted fence quote to replace the fence which caused collapsed due to a wind storm. The quote was for both the Fire and Water Departments. R. Wentworth spoke with C. Mitchell earlier today regarding the quote. The fence is behind both departments. The Water Department quote was for \$5,485.82 and will be attached to the building. R. Wentworth asked L. Dionne to check with the Town Attorney to see if the money could be taken from the Water Department Building Expense Capital Reserve opposed to the Revenue Fund. The Fire Department fence would come from the Fire Department Building Fund and has been planned/budgeted for since the fence came down. The only company that quoted was Lowe's. C. Mitchell reached out to Lakes Region Fence and Superior Fence who both were too busy to perform the services. V. MacDonald feels this should go out to bid, P. Wittmann agreed, P. LaRoche and B. Holt agreed as well with obtaining other quotes/bids. The privacy slats are for the whole fence. Currently the building fund has \$10,069.73. It was the consensus of the Board to put this out to bid with advertising for two (2) weeks. This can be presented at a Budget Meeting if necessary.

3. Fire Department - Bids Specification - Bay Floor(s)

J. Beaudoin provided bids specifications to the Board which were basically provided to him by K. Roberts who has much more knowledge and had previously done work at the station on the floor where the ladder truck resides. The specifications were based on the previous work. V. MacDonald inquired about using two (2) layers of Geotech fabric which was explained; that is what was used in the floor previously under the ladder truck and it has not waived at all. He further stated that an 8 inch slab with rebar would not waiver. B. Holt stated that the build can be debated in many ways; this might be a little overkill. R. Wentworth noted that the station sits on an old sand pit which might be the reason for the two layers. Again, the use of rebar was mentioned. P. LaRochelle questioned the purpose of digging and removal of materials down, 36 inches; this would be for a good base. K. Roberts, Highway Manager was brought into the discussion. He explained the reasons why the specifications were created which was based on the previous replaced floor. He feels that a lot of humus will be found once the top layer is taken off. The Geotech fabric use was explained. R. Wentworth asked K. Roberts if the Geotech and the Fibercrete would take care of not using the rebar. K. Roberts noted that he didn't believe there was rebar in the previous install, it might have contained some steel grid that was placed in the fibercrete but he was not sure. R. Wentworth asked the Board if they were happy with the bid specifications as written. P. LaRochelle was okay with them. B. Holt is familiar with steel and concrete; he was offered an option to meet with K. Roberts to take a look at the previous work done on the other bay floor; not necessary. P. LaRochelle asked about his past experiences with rebar in a floor. K. Roberts stated only on a floor that had it installed on the perimeter if it had a poured foot such as a floating slab but not on a floor which would probably have steel screen within. P. LaRochelle noted that normally it would be drilled and pinned to the concrete walls on the edges only; agreed. Would it make sense to put rebar on the outside perimeter of the floor into the concrete walls. K. Roberts did not feel that would be necessary and would be compacted with likely no movement in the floor; this was proven in bay 4 when it was set. P. Wittmann would go along with the bid specifications.

P. LaRochelle made a motion to approve the bid specifications as submitted and P. Wittmann seconded. Roll call vote:

B. Holt, no	P. LaRochelle, yes	P. Wittmann, yes
V. MacDonald, no	R. Wentworth, yes	

4. IT Department - Assessing Department Mobile Device

J. Monaco, IT Director remotely joined the meeting. The request is for \$1,675 to be taken from the IT Equipment Capital Reserve Fund to be spent on equipment for the Assessor. The intent is to prepare for next year's revaluation. Currently there is \$6,346 in the fund. The actual cost is \$1,584.61 on the provided quote but may come in a bit lower when it is put out to other vendors. B. Holt voiced confusion on the amount. J. Monaco stated that there was once piece of equipment that he was not able to obtain a quote for that is roughly \$60 to \$80 which is why the request is higher. This equipment would accompany the tablet being acquired. Other vendors will be contacted for better pricing.

V. MacDonald made a motion to approve the purchase by the IT Director for a mobile device for the Assessing Department at \$1675 expended from the IT Equipment Capital Reserve Fund seconded by P. Wittmann. Roll call vote:

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

Old Business:

1. Highway Department - Correction to Previously Awarded Gravel Bid

K. Roberts remotely joined the meeting. This was previously discussed however a request was made to receive a letter from the previously awarded bidder acknowledging the award to them being rescinded. This was requested for the protection of the Board/Town. Email received acknowledging notification of rescinded award.

2. Highway Department - One-Ton Warranty Purchase

K. Roberts remained on the call. The Board was provided previously requested detailed information for the purchase of a warranty for the One-Ton vehicle. This was requested to be done now opposed to waiting. The warranty package appears to be a good package.

R. Wentworth made a motion to approve the request to purchase a warranty for the One-Ton vehicle for a seven (7) year/75,000 mile warranty in the amount of \$3,265

Further Discussion: K. Roberts mentioned that on average mileage is used is roughly 10K miles per year. B. Holt asked for clarification on the effective date of the 7/75K warranty (noted: began upon purchase) so in actuality you are getting 4 years and 29K miles on the bumper to bumper. R. Wentworth feels that if the Town waited you would still only get the 75K miles even if you paid the additional \$500 after the fact, which is what was previously presented. K. Roberts stated this is a Plus coverage that goes beyond the regular warranty. This is being used as a cost savings measure of \$500 by purchasing now. B. Holt further inquired about tracking of warranties on any of the Town vehicles. K. Roberts states there is currently one on the International, 6-wheel truck that just went in for repair covered under a bumper to bumper warranty. The term of the warranty were debated. K. Roberts feels that one of the biggest problems with vehicles are the transmissions and can run from \$3,600 to \$5,000 and if one goes within the timeframe the warranty is paid for. V. MacDonald stated that there is a 5-year/100K mile warranty already. Factory and bumper to bumper were again debated.

R. Wentworth made a motion to approve the request to purchase a warranty for the One-Ton vehicle for a seven (7) year/75,000 mile warranty in the amount of \$3,265 and P. Wittmann seconded. Roll call vote:

B. Holt, yes	P. LaRochelle, yes	P. Wittmann, yes
V. MacDonald, no	R. Wentworth, yes	

Selectmen Reports

B. Holt reported that the Milfoil Committee is looking into vegetation growth at Harmony Park in the beach area.

P. LaRochelle noted that the Water Bandstand was under repair today by Winnepesaukee Marine, they were there all day today and expected to be finished by tonight. They did not see any major changes/differences than were discovered before. The work was moving along nicely. He felt the work was complete with the equipment gone. He will call them tomorrow to confirm. Both corners were being repaired.

P. Wittmann had nothing to report.

V. MacDonald reported that the Planning Board is preparing to start the Master Plan. He encouraged the Board to go out to take a look at Hopewell Road that will be coming before the Board for Town acceptance.

R. Wentworth reported that the EM Team will be meeting tomorrow so the Town Administrator will be meeting with the Police Department members on the team and he hopes there will be discussion on Town roads in particular, Alton Mt, Jesus Valley and Reed Roads in the Mt. Major area regarding patrolling of those areas especially on weekends in reference the parking issues which includes Route 11D. This is necessary so that Emergency Responders can get through. In addition, the doors on the bath houses should be remaining closed in the morning with the temperatures dropping and open between 6:00 AM and 10:00 PM. A potential for push bars for the doors was mentioned. The Budget Committee met last week with another meeting this week. The Chair and Vice Chair remained the same. Noted, there are two (2) vacancies on the Committee so if anyone knows of someone with interest have them contact Town Offices. He believed that advertising has been done. This has been an issue for years.

Town Administrator Report by L. Dionne

Highway Manager - Retirement

A letter was provided to the Board from the Highway Manager announcing his retirement. L. Dionne publicly thanked him for his hard work. The retirement date is April 9, 2021. Further discussion can be discussed at a future meeting.

Whitney vs. Town - Lawsuit

Attorney Smith sent a communication to the Town who has won the case which had to do with a claim that the Town did not tax deed the property correctly. The court determined that by sending notification by Certified Mail, Regular Mail and a courtesy notification satisfied the due process requirements. They have a right to file a motion for reconsideration within ten (10) days and can file an appeal with NH Supreme Court within thirty (30) days. The Board will be informed if necessary.

Smart Growth Report Survey

A survey was received from the NH Office of Strategic Initiatives. L. Dionne was asking for direction from the Board as to whether they wanted to answer the questions now, think about them first then bring to another meeting or not answer them at all. This was sent to all Municipalities. In addition, this was forwarded to the Land Use Boards. This is in reference to RSA9-B Smart Growth Policy. This was sent to each Town Administrator/Manager for their Board of Selectmen. Participation is an option.

At this time, R. Wentworth wanted to go back and acknowledge Mr. Roberts employment. He stated over the last seventeen (17) years, it has been a pleasure working with him and wishes him all the best in the future. A tremendous job has been done even though they have not always agreed but they have always moved forward. You have earned the retirement and he personally thanked him.

BOS Meeting Schedule

The week of October 12th; the Monday, October 12th is the Columbus Day holiday and would be a scheduled BOS Budget Meeting. Available dates were given October 13th, 14th or 15th are options. The consensus of the Board was Wednesday, October 14th at 6:00 PM.

Approval of Minutes

August 24, 2020 - Workshop (Re-Approval)

R. Wentworth noted that there are some changes added to the EM Team discussion that P. LaRochelle requested.

P. LaRochelle made a motion to Re-Approve the minutes of the Workshop, August 24, 2020 as written and P. Wittmann seconded. Roll call vote:

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

P. LaRochelle thanked Mary for reviewing and rewriting.

September 9, 2020 - Regular

V. MacDonald asked about the progression for Roberts Cove Beach. L. Dionne noted that the information is still being worked on and will be presented to the Board in the future. B. Holt questioned #6 thinking that it should have read BOS meeting opposed to Budget Meeting. R. Wentworth clarified that K. Roberts did not have the information for that meeting; accepted.

V. MacDonald made a motion to approve the minutes of the Regular Session, September 9, 2020 as presented and P. Wittmann seconded. Roll call vote:

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

September 9, 2020 - Non-Public

V. MacDonald made a motion to approve the minutes of the Non-Public Session, September 9, 2020 divulging none and P. LaRochelle seconded. Roll call vote:

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

September 14, 2020 - Budget Meeting

V. MacDonald made a motion to approve the minutes of the Budget Meeting, September 14, 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	

P. Wittmann informed R. Wentworth that when the Re-Approved minutes of August 24, 2020 were Re-Approved he voted yes on the motion and he was excused from the meeting. R. Wentworth noted that he would like to change his vote on the August 24th Workshop to abstain.

For the record roll call vote for August 24, 2020 Workshop should read as follows:

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

Consent Agenda Approval

R. Wentworth made a motion to approve the consent agenda and P. LaRochelle seconded. Roll call vote:

1. Water Department: Seasonal Laborer - Amelia Sweezey \$13.21 per hour

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

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

- Dave Shibley - Lease Renewal

L. Dionne recommended that this appointment be allowed for fifteen (15) minutes.

The Consensus of the Board was to allow the appointment. Roll call consensus:

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

Noted: A copy of the lease will be provided to the Board for the appointment.

Non-Public Session:

R. Wentworth moved at 7:10pm to enter into nonpublic under RSA 91-A:3,II,a,c,e. V. MacDonald seconded. Roll call vote:

P. Wittmann - yes
R. Wentworth - yes

V. MacDonald - yes
R. Holt - yes

P. LaRochelle - yes
Roll call vote carried unanimously

R. Wentworth moved at 7:40pm to exit nonpublic session. R. Holt seconded. Roll call vote:

P. Wittmann - yes
R. Wentworth - yes

V. MacDonald - yes
R. Holt - yes

P. LaRochelle - yes
Roll call vote carried unanimously

P. LaRochelle 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 and render the proposed action of the board ineffective. P. Wittmann seconded. Roll call vote:

P. Wittmann - yes
R. Wentworth - yes

V. MacDonald - yes
R. Holt - yes

P. LaRochelle - yes
Roll call vote carried unanimously

Adjournment

P. LaRochelle moved at 7:42pm to adjourn. P. Wittmann seconded. Motion carried.

Respectfully submitted

Mary K. Jarvis

Mary K. Jarvis
Recording Secretary

