

ALTON BOARD OF SELECTMEN

Minutes

October 4, 2021

(Approved - October 18, 2021)

Chairman V. MacDonald convened the meeting at 6:00 PM.

V. MacDonald led the assembly in the Pledge of Allegiance to the Flag and a Moment of Silence. The following staff members were present:

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Virgil MacDonald, Chairman  
Paul LaRochelle, Vice Chairman  
Reuben Wentworth, Selectman  
Bob Holt, Selectman  
Brock Mitchell, Selectman  
Elizabeth Dionne, Town Administrator

Agenda Approval

B. Holt would like to add under New Business #3 Highway Department Vehicle Inspection State. V. MacDonald made a motion to approve the agenda as amended and B. Holt seconded with all in favor of the motion.

Announcements

- The Public Participation Policy applies to all Selectmen meetings. A copy of it is on the back of each agenda, posted in this meeting room, and on our website.
- The Alton Town Clerk/Tax Collector's Office will be closed on Wednesday, October 13, 2021 for the NH Tax Collectors' 82<sup>nd</sup> Annual Conference.

Public Input I (limited to 3 minutes per person on agenda items only)

None

Appointments

None

New Business

1. Highway Department - Vehicle Lift & Tire Machine and Balancer Replacement

S. Kinmond approached the table. He stated that the existing lift is showing some fatigue. The arms of the lift are lifting and releasing. It appears to be issues with the hydraulics. The lift is over 20 years old. The Town mechanic feels that is because we are lifting heavier vehicles. This was run by the CIP Committee to see if they can group it together but they did not want to. He would like to put everything together as one package deal. V. MacDonald asked if there was enough money in the Equipment Account. S. Kinmond stated that he proposed it come out of the Highway Building Improvements CRF. They are fixed objects and are mounted. B. Holt asked about the bid specs for the lift. Does it say Rotary lift. Is it a brand name. S. Kinmond stated that he understands it is a design name. He would have to ask the Town mechanic. B. Mitchell stated that Rotary is a brand name. S. Kinmond stated that he would change that in the bid specs. The balancer is down at the moment. There was a malfunction with it. B. Holt stated that right now there is about \$74,000.00 in the account. With these two purchases that would leave about \$35,500.00 in the account.

B. Holt made a motion to allow the Public Works Director to go out for an RFP for the Highway Garage reference a new lift, tire machine, and balancer and B. Mitchell seconded with all in favor of the motion.

2. Highway Department - Garage Furnace Replacement

S. Kinmond remained at the table. He stated that this is an aged item within the Highway garage. It has been repaired a number of times. The heat exchanger and fire box has been welded a number of times. They are at the point now that the inspector and people who inspect it feel that it is no longer safe and should be replaced with a more efficient unit. He received three quotes for units that are similar to the unit in place now. They are all waste oil units. B. Holt asked if we generate enough oil to run this unit. S. Kinmond stated that they have purchased some in the past. They also get used oil from the Transfer Station. What they don't use up there they ship down to the Highway Department. B. Holt asked what the Transfer Station has for a unit. S. Kinmond stated that they have the same kind of unit only smaller. It is the same brand. V. MacDonald asked if the old unit is being saved for parts in case the Transfer Station needs some. S. Kinmond stated that if it is something that would be worth it they would certainly check.

R. Wentworth made a motion to allow the Public Works Director to go out and purchase an Arrow Garage Furnace and B. Mitchell seconded with all in favor of the motion.

3. Highway Department - Vehicle Inspection - State

B. Holt asked if we have a Fleet inspection station. S. Kinmond stated that they do not. B. Holt asked if it was thought about. S. Kinmond stated that he would have to ask the mechanic. B. Mitchell stated that he asked the mechanic that question today. He made a phone call to the people and got all the information for the mechanic. He would not be able to inspect police cars. B. Holt stated that if they can get a Fleet inspection station they would save a lot of money. B. Mitchell stated that it is a one-day class once a month. They give you everything. It would save the Town a lot of money. V. MacDonald stated that it might be something that we want to look into.

Old Business

1. Fire Department - Fire Boat Discussion

J. Beaudoin and P. O'Brien approached the table. L. Dionne stated that the boat is approximately \$349,000.00. It was to be split up between two accounts. There was supposed to be three payments. One this month, one in approximately January or February, and one upon completion. She spoke to Eastern Boats and they are more than willing to switch that into two payments. One in the beginning and one upon completion. So 50% can come out of one and when the Warrant Article passes the last 50% can come out of the other. If that is what the Board wants to do. V. MacDonald asked what if it doesn't pass. L. Dionne stated that as was mentioned in the past they do have the legal right to pay for the full boat out of the Ambulance Fund should they choose. B. Holt asked if it could be paid out of the General Fund. L. Dionne stated that if the money could be found somewhere. R. Wentworth stated that they could go to Town Meeting and ask them to clarify the verbiage of the Warrant Article. We don't have to go back and ask for the money for the Fire Boat. We have already raised the money this year. V. MacDonald agrees with that but they need to figure out a way to pay for the boat or stop the boat from being built. L. Dionne stated that there is another option that they can do. The wording doesn't need to be fixed it just needs to be clarified. You could also have another Warrant Article on the ballot for the other 50% should the Fire Department Equipment Capital Reserve Fund clarification not pass. If it did pass, then you could take it out of the Fire Department Equipment Capital Reserve Fund and disregard the other Warrant Article. R. Wentworth stated that his motion would be to make a half payment now. B. Holt asked if we are doing away with the Warrant Article and adding a new one. L. Dionne stated that is correct. If you wanted to change the purpose it would be a 3/5<sup>th</sup> vote instead of a simple majority.

R. Wentworth made a motion to fund the new Fire boat 50% down payment from the Ambulance Revolving Fund and the second payment be made upon completion and P. LaRochelle seconded with all in favor of the motion.

2. Grounds & Maintenance Department - Town Hall Masonry - Front Stairs and Ramp Bid Award

S. Kinmond approached the table. S. Kinmond stated that he met with the only bidder out front of Town Hall. He lives close by in New Durham. B. Holt asked if he feels happy with this vendor. S. Kinmond stated that K. Troendle checked with the references and all were good. He stated that he has done a lot of preservation work as well. V. MacDonald asked L. Dionne if she had talked to the Trustees. L. Dionne stated that once this is approved then she will take it to the Trustees.

B. Holt made a motion to approve the submitted contract for \$14,520.00 plus the labor rate of \$50/hr. and any contingency must be approved and P. LaRochelle seconded. P. LaRochelle withdrew his second. B. Holt withdrew his motion.

V. MacDonald made a motion to award the expenditure of up to \$15,950.00 with monies to come from the Town Hall Building Improvements CRF or the Clough Morrill Trust Fund with Board of Selectmen's and Trustees of Trust Funds approval and P. LaRochelle seconded. B. Holt feels that the motion should be in the amount of \$14,520.00. L. Dionne stated that the motion could be to approve as presented. V. MacDonald stated that he read it and got a second on it. The vote was called with all in favor of the motion.

### 3. Highway Department - Church and School Street Additional Project Costs

S. Kinmond remained at the table. He explained that they did not put contingency in the job. The Highway Department had to go and purchase additional materials in order to satisfy the project. There is a bill from Gilbert Block for the landscape blocks. He does not want to use his regular budget to pay for it and would like to use the Highway Road Construction CRF.

R. Wentworth made a motion to approve the Public Works Director to pay for the invoices for Gilbert Block and V. MacDonald seconded with all in favor of the motion.

### 4. Highway Department - Church and Street Change Order #2

S. Kinmond remained at the table. C. Mitchell approached the table. R. Wentworth asked if the company is still going to get the full award of the bid. S. Kinmond stated they are not. R. Wentworth stated that he had no problem with the change orders. He asked if Integrity is coming back in next year to pave. C. Mitchell said they want to wipe their hands of it. S. Kinmond stated they hold retainage. It will be one of the next discussions as to the percentage of retainage. Right now it is 10%. They have a bond right now in the full amount of what the project is. The paving will be done next year. R. Wentworth asked when the completion of the project was supposed to happen. S. Kinmond stated last Friday. There are items on a punch list that need to be completed before they are finished with the job. R. Wentworth asked if they were being penalized per day for not being done. S. Kinmond stated they have not. R. Wentworth asked if they are going to be made to correct the intersection of School Street and Main Street and the intersection of Church Street and Main Street. S. Kinmond stated that he was going to fix them when they did the top coat. R. Wentworth stated that it should not be left that way. It is a State road. Discussion ensued as to what type of patch could be done. V. MacDonald asked how much total money does the Water Department got in that project. C. Mitchell stated that the last total that she got was approximately \$65,000. V. MacDonald asked how much labor wise does the Water Department have in laying the pipe. C. Mitchell stated that roughly about \$22,000.00 worth of overtime. This was brought to Integrity. There was a discussion and hashed certain areas out. They decided to credit \$5,200.00. The change orders that came from the Water Department were not on the plans. They had to do it at unit cost. R. Wentworth asked if they are going to institute a penalty. C. Mitchell stated that one thing they are not sure of is when they are going to be done. B. Holt stated that he believes these change orders were negotiated. This isn't just something that was thrown in front of them. S. Kinmond stated that they started out a lot higher. C. Mitchell stated that this should be a lesson learned because we awarded it to the lowest price which is not always good. P. LaRochelle stated that they also go by recommendations. S. Kinmond stated that if you look at it as a percentage ratio he thinks it's about 4%. In most contracts it has been between 5-10% contingency. They will find out tomorrow when they will come back to finish the job. R. Wentworth stated that they shouldn't approve the change orders until the punch list is done.

R. Wentworth made a motion to table this until the job is done and B. Mitchell seconded with all in favor of the vote.

### Selectmen Reports

B. Holt met with the Budget Committee last week. He stated that some of the issues that were brought up were what the Board of Selectmen voted to do.

R. Wentworth stated that he would like to commend B. Berry with the Grounds and Maintenance Department for the work that he has been doing especially Monument Square.

B. Mitchell had nothing to report.

P. LaRochelle had nothing to report.

V. MacDonald had nothing to report.

#### Town Administrator Report

L. Dionne stated that she attended the CIP meeting. She wanted to bring to the Board's attention that they have instructed her to go out and acquire updated estimates on the sprinkler system for Town Hall. The Board of Selectmen are the ones who would request that. She doesn't recommend that it be done at this time. They have some new membership so there is a little bit of a learning curve. They don't realize they have that exact authority.

#### Approval of Minutes

##### September 20, 2021 - Public Session

V. MacDonald made a motion to approve the minutes of September 20, 2021 Public Session and P. LaRochelle seconded with 4 affirmative and one abstention (RW).

##### September 20, 2021 - Non-Public Session

R. Wentworth made a motion to approve the minutes of September 20, 2021 Non-Public Session releasing none and B. Mitchell seconded with 4 affirmative and one abstention (RW).

##### September 27, 2021 - Public Session

V. MacDonald stated that he would like more information put in the minutes about the Alton Shore Road properties. The only information is what the Town Administrator talked about.

R. Wentworth made a motion to table the minutes of September 27, 2021 and V. MacDonald seconded with all in favor of the motion.

#### Consent Agenda Approval

R. Wentworth made a motion to approve the Consent Agenda as presented and B. Holt seconded with all in favor of the motion.

1. Planning Department

Secretary; Trisha DeRoche, \$16.36 per hour, effective 10/25/2021

2. Conservation Commission

Appointment Request - Thomas Diveny - 2-year Term - Expires March 31, 2023

3. Police Department

Trick or Treating, Sunday, October 31, 2021, 5:00 pm to 7:00 pm

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

None

#### Public Input II (limited to 5 minutes per person on any Governmental/Town Business)

P. O'Brien approached the table. He gave a little history of his childhood in Alton. He thanked the Board for the opportunity.

Non-Public Session

V. MacDonald moved at 7:48pm to enter nonpublic session under RSA 91-A:3,II,a (personnel wages). Motion seconded by R. Wentworth. Roll call vote:

V. MacDonald - yes

P. LaRochelle - yes

R. Wentworth - yes

R. Holt - yes

B. Mitchell - yes

Roll call vote carried unanimously.

V. MacDonald moved at 7:49pm to exit nonpublic session. B. Mitchell seconded. Roll call vote:

V. MacDonald - yes

P. LaRochelle - yes

R. Wentworth - yes

R. Holt - yes

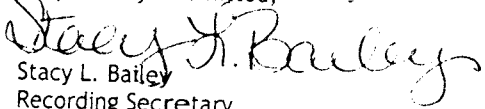
B. Mitchell - yes

Roll call vote carried unanimously

Adjournment

V. MacDonald at 7:50pm to adjourn. P. LaRochelle seconded. Motion carried.

Respectfully submitted,

  
Stacy L. Bailey  
Recording Secretary