

ALTON BOARD OF SELECTMEN
Minutes
October 16, 2017
Approved: November 6, 2017

Cydney Johnson 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:

Cydney Johnson, Chairwoman
Virgil MacDonald, Vice Chairman
Philip V. Wittmann, Selectman
John Markland, Selectman
Reuben Wentworth, Selectman
Elizabeth Dionne, Town Administrator

Agenda Approval

Reuben Wentworth made a motion to approve the agenda and Virgil MacDonald seconded with all in favor of the motion.

Public Hearing

Road Reconstruction

- Drew Hill Road
- Gilmans Corner Road

Ken Roberts, Highway Agent was called upon to present an overview of the road reconstruction, which will take place on Drew Hill Road and Gilmans Corner Road. The two roads will be addressed at the same time. The work will begin this year getting as much done as possible then it will continue in the springtime. We will be very fortunate if the road is done up to Hayes Road before snowfall. The following items were discussed:

- Ditch lines to the top of the hill
- Culverts cleaned
- No tree cutting needs to be done some brush cutting (through winter)
- Rip out the roadway with the removal of rocks
- Water in roadway, add underdrains
- Closed drainage system
- Daylighting of drainage (left side)
- Remove the bad materials replace with good materials
- Binder coats this year (allow for potential deficiencies)
- Finish coats next year
- Road deficiency and closure
- Speak to individuals regarding sumps on properties
- Recycling sand

At this time, general questions will be taken from the audience then Ken Roberts will be available for specific questions from individuals downstairs in the Heidke Room.

Marc Northridge, Drew Hill Road directed a question to the Selectmen regarding the consideration of extending the paving on Drew Hill Road from where it stops now; there are some new homes being constructed and with one of them, the pavement stops in the middle of their property. Ken Roberts stated that this would be a decision for the Board, it can be done with nothing else slowing us down; it would be easy to do. This could be decided on at a later meeting as nothing will be done this year.

The Public Hearing closed at 6:09 PM.

Announcements

- Halloween Hours are October 31st from 5:00 PM to 7:00 PM

Appointments

None

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

None

Public Input closed

New Business

2016 Audit Results; Tim Greene

Tim Greene, Town Auditor from Roberts and Greene approached the Board regarding the Town's 2016 Financial Audit for year ending December 31, 2016. He was pleased to once again announce that the Town has received a clean opinion on all of its opinion units. There are multiple groupings of accounts, which were reported on. The Town is required to include a management discussion analysis to supplement what you have which is something written by the Town, not giving an opinion; this has not been included in the past; most communities do not include this because they feel the information is contained in other sources such as the Annual Town Reports which carries the same essential information and comes out much sooner than the audit. This does not change the given opinion but Tim wanted to highlight it. At this time, Tim touched upon and explained the various exhibits within the audit report. The total net position for the Town is \$23,563,327.00, which is segregated into several categories; this figure represents the value of the capital assets. The bulk of the Town's assets \$9,512,838.00 are comprised of cash, taxes receivable and interfund receivable. The Town basically pays the bills then are refunded by the Trust Funds and Capital Reserves at the end of the year. The interfund receivable generally comes in, in January. The school district is the main liability for the General Fund. The total fund balance is \$2,194,166.00. The Town had a very good year for the General Fund. The budget has always balanced. Tim made a repeat comment which he has made in the past regarding the audit that the only weakness he sees and it should be considered is that the Town has only one (1) position at the Water Department who is handling all transactions from assessing of the billing, the collection of the

billings and the entering of those collections into the accounting system which creates a lack of segregation to enhance controls over that process. This is an area that could easily be improved upon and he recommends that the collections of those billings be transitioned over to the Tax Office. The Water Department still maintains control of the assessment and billings while still being responsible for reconciliation and collections but the actual collections and postings would be handled through the Tax Collector's Office where payments would be submitted. This doesn't affect Tim's overall audit opinion but it is a weakness.

Cydney Johnson inquired regarding the water billings; if anything were going on wouldn't it be picked up in the audit? Tim noted it was his hope that it would but there is no guarantee having a level of tolerability and materiality. We evaluate the controls that are in place, we don't submit an opinion that they are working entirely. It is up to the Town to have controls in place. Tim's firm has been handling the audit for the last 7 to 8 years.

Reuben Wentworth questioned the difference between the Water Department reporting it to the Tax Office opposed to the Tax Collector's Office collection of taxes. The difference being is the Tax Collector's Office collects the taxes with the Assessor's Office controlling the billing process therefore they are segregated.

Fire Department Donation; Airboat

Patrick O'Brien, President of the Alton Firemen's Association, Captain with the Fire Department and property owner in Alton approached the Board to explain the donation of an airboat. This past spring the Association was approached by a resident following a tragedy that happened on Lake Winnepesaukee when a 15-year-old male passed away after going through the ice on a snowmobile. The resident personally owned an airboat and saw the usage of calling for mutual aid from Tuftonboro. He wondered if there was a quicker response time that the outcome might have been different. He took the incident to heart and donated the airboat to the Firemen's Association. The Association would in turn like to donate it to the Town. Currently it is not operable; fundraising efforts are focused on getting it to an operable condition. It is a significant financial burden to do that with extensive training and a communication system similar to a helicopter necessary. The airboat is a 2002 with an approximate value new of 30K. In speaking with a local aviation company in regards to inspecting the aviation aspect of it, the association has voted and appropriated the funds to get the motor operational and get a new trailer for the boat. He believes that there is enough storage for it so there doesn't seem to be an issue with that. Mutual aid for this would be out of Tuftonboro, which is not guaranteed, as they might be on a call themselves, we also have Fish and Game however their boat is more of a recovery boat and is stored in Concord. The airboat does a fantastic job of navigating calm water, chopped ice, snow, deep snow, it will go across pavement, lawns; it is not very fragile. Again, the Association would like to donate it to the Town, get it operational and certainly any of the other funds that the Town might be able to assist with moving forward would be helpful. The only other request that the donor made would be if we were not to move forward, finish or totally fund the project that the boat be donated to Fish and Game as they had expressed interest in it.

Vigil MacDonald questioned the current value of the boat? Patrick was unsure. The donor estimated it had roughly 30 hours of usage. The estimated costs are and have been already been appropriated through the Association; they are as follows:

- Motor; \$1,000.00
- Trailer; \$2,600.00
- Training; estimated to be between 3K to 5K possibly with Fish and Game and Tuftonboro
- Communication System (flight helmets) \$800.00 to \$900.00

Cydney Johnson noted that at this point in time we are looking to get the approval of the Board to donate the airboat to the Town and store it until a detailed report can be completed by the incoming Chief, looking at the costs associated with it and if it is deemed to be too expensive and we are not willing to take on this expense it would be donated back to either Mr. Brown or to Fish and Game. It will be stored while continuing the investigation. Patrick viewed this as investing opposed to investigating due to the Association dedicating all of their fundraising efforts to making this vessel operational. The boat will be operational so it will be a matter of the training. In addition, Fire Chief Ryan Ridley stated that there would not be any funds available until April thinking that it would be good to develop a plan, have it ready for presentation to the Town before expending any money on it. There is a fair amount of work to getting a training program done, getting all the necessary equipment and even finding the funding for it. Some of the equipment is not easy to find. The plan would be to model it after the Tuftonboro plan, who have been successful with it. When Tuftonboro assists, it falls under mutual aid; they have been used twice recently neither had positive outcomes.

Reuben Wentworth stated if you already have the boat donated and you are still exploring the costs associated with it with training, getting it ready what is the need for the Town to take it over as a donation, why not wait until we know what the true costs are going to be to the Town and what the costs might be to the Association before getting to far into it possibly deciding not to do it. Ryan Ridley did not want to tie the hands of another Fire Chief with another piece of equipment that would have unknown costs associated with it to get it in service. The boat has been donated to the Association; it is being stored on Fire Department property at the West Alton station for the winter. A good assessment needs to be done to see what it really needs. It probably needs to be taken to the airport in Laconia and it will need a road worthy trailer to do so. The Chief is looking for the Town to take it on in order to find out what is necessary to do this, come back with a plan before expending any town funds. This would be presented before the Board once obtained. Cydney Johnson noted that the risk being taken in reality is Association funds she further stated was there is a clear need for this. Patrick stated that they have been extremely successful in all of their fundraising efforts and feels that we have many winter sports enthusiasts on the lake and if we reach out to them as we have in our most recent mailing, we believe we will have their support. We have already received 4K from the mailing specifically for this vessel and have no doubts that we will get the necessary funding to get it operational. Without the towns input, we would accept any and all funding possible. Reuben asked if this was more for insurance purposes that the Association needs the Town to take it over due to storing it at the Town building and with the Association working on it. Chief Ridley has some of the same thoughts/concerns. Virgil MacDonald voiced that if it was being used by the Town then it should be owned by the Town. Patrick O'Brien stated they plan on having all the work done professionally.

Cydney Johnson made a motion to accept the Fire Department Association donation of the airboat and Virgil MacDonald seconded.

Further discussion: Reuben Wentworth stated he would like to wait until the boat is operational and everyone is certified and onboard before the Town takes it over as a full gift from the Fireman's Association. Cydney Johnson voiced that if we don't have the boat then why would we pay to certify people to operate it; Virgil MacDonald agreed. Patrick responded that a clause has been made in the appropriation on their end for the motor work and the trailer; not to expend until the Town has taken ownership furthermore it is not something we want to put 8K in taxpayer/resident money into to support them and in turn have to give it away. Cydney noted that there is no risk to the Town at this point because the Association cannot expend their money until the Board says it is okay. Reuben further stated that if the Town is taking it over as a gift then the Selectmen should authorize the Association to work on it as Town equipment due to it not being owned by the Association so another motion should be made to use only Association money.

The motion on the table was called with all in favor of the motion.

Reuben Wentworth made a motion that only Fire Association monies be expended on the Town of Alton's airboat donated from the Alton Fireman's Association until there is a certified safety program in place, everyone is certified that is using it and Virgil MacDonald seconded.

Further discussion: John Markland stated that you are going to have to spend Town money to certify people to operate the airboat.

Cydney Johnson amended the motion on the table to add that only Fire Association money be used to investigate and repair the airboat to the point where it is ready for use then come back to the Board for monies for training and Reuben Wentworth seconded.

Further discussion: Reuben Wentworth stated that the Fire Department already has an exuberant budget this year now you are going to have to go back and add potentially another 3K to 4K to get people certified which is the estimated cost associated with the training. The Chief was consulted as to when he thought the training would take place. His opinion was the earliest would be next fall. West Ossipee's Fire Chief is certified to do the training it doesn't sound like the training will be really expensive for us as far as tuition, we would have to pay people to be there so it would come out of the existing training budget and doesn't believe there will be a need to add additional funds to the budget for training. Most of the usage would be for getting people trained and not everyone on the department would be trained. Between West Ossipee and Tuftonboro both have 4 to 6 operators and it is not a piece of equipment that you want everyone running. There will be a lot of work to do between now and spring to get things lined up, equipped; the largest expenses (approximates) are the radio and communications expenses (3K to 4K) along with the helmets (\$800 to \$900). The Association has already collected 4K towards funding in a 2-week timeframe. Chief Ridley stated that the tuition may be free and maybe we might have to pay for the books. We would like to start working on it and develop a full plan. He assured the Board that no money will be spent on it until we come back to the Board with a detailed plan. It will be at least a couple of months to find and get estimates for the work that needs to be done.

The amended motion was clarified as follows: Cydney Johnson stated that only Association money will be spent to get the airboat up and running and then they will come back to the Board with a plan for operational monies.

The motion on the table was called with all in favor of the amended motion.

Old Business

2018 Tax Map Maintenance Annual Renewal; Cartographic Associates Inc dba CAI Technologies

Liz Dionne was called upon to present the tax map contract from Cartographic Associates Inc dba CAI Technologies. This is the same contract as previously presented; it has just been reworded. The work for this company is from spring to spring each year. The amount is \$2,850.00.

Cydney Johnson made a motion that we accept the 2018 tax map maintenance proposal from Cartographic Associates in the amount of \$2,850.00 and Virgil MacDonald seconded.

Reuben Wentworth questioned the need to include in the motion the additional \$15.00 fee being added for building footprints (if necessary) .

Cydney Johnson amended the previous motion to include plus the additional \$15.00 charges for building footprints as necessary and Reuben Wentworth seconded with all in favor of the amended motion.

Selectmen Committee Reports

All Selectmen were polled with no meetings to report on.

Town Administrator Report

The Town Administrator had nothing for Public Session.

Approval of Minutes:

Virgil MacDonald made a motion to approve the minutes of Public Workshop Session, September 27, 2017 and John Markland seconded with all in favor of the motion.

Virgil MacDonald made a motion to approve the minutes of Public Session, October 2, 2017 and John Markland seconded with all in favor of the motion.

Cydney Johnson made a motion to approve the minutes of Non-Public Session, October 2, 2017 (no releases) and John Markland seconded with all in favor of the motion.

John Markland made a motion to approve the minutes of Public Workshop Session, October 3, 2017 and Phil Wittmann seconded with all in favor of the motion.

John Markland made a motion to approve the minutes of Public Workshop Session, October 4, 2017 and Phil Wittmann seconded with all in favor of the motion.

Approval of Consent Agenda

John Markland made a motion to approve the Consent Agenda and Cydney Johnson seconded with all in favor of the motion.

Approval - Highway Department; Keri Gordon, Background Information returned.

Approval, New Hire - Highway Department; Robert W. Klingensmith, Truck Driver, \$16.85 per hour.

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

Bob Holt would like to address the airboat issue and asked for clarification on the Board's decision; did you accept ownership of the airboat. The response was "yes". Mr. Holt advised the Board to be careful not having any idea as to the costs associated with the repairs. He further questioned the two (2) road projects from this evening and would like to know the costs associated with those projects. He commented on the Alton Bay project that was done this year voicing "it looks like a million bucks, nice job". He has heard many rumors that it was over budget and understands that; he would like to know the total cost of that job. Mr. Holt was advised that he would need to complete and submit a written Right to Know request so that the Town Administrator could gather the information. Returning to the airboat issue it sounds like a good idea but he cautioned the Board to be careful. For the average garage, it would be a bit out of their league for the maintenance end, as he believes it would be similar to an airplane. This is something to look at not knowing the finances you are getting into.

Public Input II closed.

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

John Markland made a motion to approve the discretionary appointment request for the Alton Business Association and Cydney Johnson seconded with all in favor of the motion.

Reuben Wentworth made a motion to approve the discretionary appointment for Steve Parker and Jonathan Downing and Virgil MacDonald seconded. The vote was 4 approved, 1 opposed, John Markland.

Non-Public Session:

Cydney Johnson made a motion to enter into non-public session pursuant to RSA 91-A:3, II (e) and (a) and Reuben Wentworth seconded. The Board was polled in the affirmative by roll call with all in favor of the motion.

Roll call vote:

Reuben Wentworth, yes
Philip V. Wittmann, yes
John Markland, yes
Virgil MacDonald, yes
Cydney Johnson, yes

Adjournment

The meeting adjourned at 7:04 PM.

Respectfully submitted,

Mary K. Jarvis

Mary K. Jarvis
Recording Secretary