

ALTON BOARD OF SELECTMEN

Meeting Minutes

November 7, 2016

6:00 PM

1 Monument Square

Alton, NH 03809

Approved: November 21, 2016

Lou LaCourse 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 members and staff were present:

Cydney Johnson, Chairwoman ~ excused absence
Lou LaCourse, Vice Chairman
Philip V. Wittmann, Selectman
Virgil MacDonald, Selectman
John Markland, Selectman
Elizabeth Dionne, Town Administrator

Approval of the Agenda

Virgil MacDonald made a motion to approve the agenda as written and Phil Wittmann seconded with all in favor of the motion.

Non-Public Session:

Lou LaCourse made a motion to enter into non-public session pursuant to RSA 91-A:3, II (a) and Phil Wittman seconded. The Board was polled in the affirmative with all in favor of the motion.

For the convenience of the audience the Board vacated the room for Non-Public Session.

Lou LaCourse made a motion to exit Non-Public session and return to Public Session and Phil Wittman seconded. The Board was polled in the affirmative with all in favor of the motion.

Announcements:

- The Town Clerk/Tax Collector's Office will be closed on Tuesday, November 8th due to the General Election. The election will be held at the new voting location, Pearson Road Senior/Community Center, 7 Pearson Road, from 7:00 AM to 7:00 PM.

- Town Office's will be closed on Friday, November 11th in honor of Veteran's Day.

Appointments: Tim Greene, Town Auditor; 2015 Audit

Tim Greene, Town Auditor representing Roberts and Greene was invited to the table along with the Finance Officer Paulette Wentworth. Tim Greene hit on the key points of the 2015 Town Audit. It was explained that it was a clean audit report. There was one note in the report that the Town changed its accounting principle to include the pension/liability, the proportionate share of the net liability with the state retirement system; every community in the state needs to follow this standard. This is a liability that will never go away, be paid off nor is there a need to worry about it. The Town's total net position is \$23,349,613.00. Each of the exhibits were briefly discussed. It was noted in the management comments that there was only one (1) weakness that was brought forth as it has been in the past which was water billings with a lack of segregation of duties with the same personnel performing multiple duties and responsibilities. It was recommended that they be paid either in the Tax Collector's Office or the Finance Office to avoid any conflicts regarding internal control structure areas. The only downfall of the Finance Office accepting payments is, it is located on the second floor which might be difficult for accessibility. Overall this is a good audit with a healthy fund balance.

Public Input I (*limited to 3 minutes per person; subject matter ~ agenda items only*)

None

New Business:

Insurance; 2017 Proposed Budget Approval

Liz Dionne noted that this was one of the budgets that needs the Board's approval. These are all contractual.

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|----------------------------------|---------------|
| • Unemployment Insurance | 14% decrease |
| • Workers Compensation | 5% increase |
| • Property & Liability Insurance | 5.6% increase |

Overall this budget is down 4% with a bottom line of \$288,064.00.

Lou LaCourse made a motion to approve the proposed 2017 Insurance Budget and Phil Wittmann seconded with all in favor of the motion.

Benefits; 2017 Proposed Budget Approval

Liz Dionne stated that line 833 for Health Insurance had a 10.1% increase and Dental Insurance had no increase; noting that statewide this is not a bad increase. This is through the Local Government Center; most are contractual lines.

Lou LaCourse made a motion to approve the proposed 2017 Benefits budget and Virgil MacDonald seconded with all in favor of the motion.

Town General Government; 2017 Proposed Budget Approval

Liz Dionne offered to go through this budget line by line; it was decided to just go over the changes.

- COLA has been added to several lines at .008%: Treasurer, Trustees
- line 004 reduced to Zero Town Administrator overlap
- line 005 decreased slightly approximately 2K
- everything else were standard increases
- benefit buyout increased slightly
- career development increased by \$500.00

The total impact was approximately \$4,500.00. John Markland questioned why the dues and fees went down so much. It was explained that it was due to the Board's decision not to renew the membership with the Lakes Region Planning Commission.

Lou LaCourse made a motion to approve the proposed 2017 Town General Government budget at \$352,253.00 and Virgil MacDonald seconded with all in favor of the motion.

Old Business:

Highway Department; Disposal of Surplus Items

Ken Roberts, Highway Agent was present to explain his reasoning for the disposal of the Elgin Sweeper and Ford Van. The amount being offered (\$1,000.00) is more than what it would sell for if they were scraped. These items were previously put out for bid with no results.

Virgil MacDonald made a motion to allow the sale of the Sweeper and Van and Phil Wittmann seconded with all in favor of the motion.

Fire Department; Self Contained Breathing Apparatus (SCBA); Grant for 35 Units

Ryan Ridley was present to discuss the Self Contained Breathing Apparatus Grant. In order to apply we have to put in for the number of seeded riding positions on our apparatus which is 35. The deadline for applying is November 18th; the projection is to have an answer in early February, if it is approved. The matching amount is approximately 17K. Liz Dionne requested that the Chief come before the Board with this change in order to update the Board. The last Grant that the Fire Department did was back in 2009 for protective clothing. The Chief has hopes that he has spent enough time to get them scored high enough into the Grant process to make this happen. He suggested that if we are awarded the Grant that the Town should establish a fund via a Warrant Article. Virgil MacDonald suggested a Warrant Article for this year. The Chief noted that the next replacement would be 10-15 years from now so having a Warrant Article next year would allow plenty of time for planning. Also, it potentially could fall under the CIP; once that is rejuvenated. The hope is to know the outcome before the Deliberative Session so that the number could be amended with a possible 5% match, plus possibly 1K for the current Warrant Article for the Capital Reserve. Virgil MacDonald complimented and thanked the Chief for a good job!

Police Department; 2017 Proposed Budget Approval

Ryan Heath was requested to approach the Board. He stated that the only changes or reductions that were made were due to the wage restructure program with several lines being reduced to just COLA. The total change from the original budget is from \$1,183,847.00 to \$1,171,700.00 which is a reduction of about \$12,050.00.

Virgil MacDonald felt that there were ten (10) officers that are losing the step & track which is being taken away from them; his thought was they should get 1½% increase; his feeling was that he wants all employees to be on an even keel.

Virgil MacDonald made a motion to give the ten (10) Police Officers the 1½% increase in order to keep everyone equal.

Further discussion transpired amongst the Town Administrator and the Board regarding the issue of the old step program versus the new wage structure program amendment which will be starting in 2017. After the discussion there was no second to the motion. Lou LaCourse called for a motion on the proposed 2017 Police Department budget.

Virgil MacDonald made a motion to cut two (2) positions completely out of the budget as the department is administratively heavy with almost 900K in payroll. Lou LaCourse noted, at this time it is too late in the game to be talking about this. Virgil MacDonald disagreed. Lou LaCourse stated that an agreement is not going to be reached at this

time and asked the remainder of the Board for their opinions. There was no second on the motion.

Lou LaCourse made a motion to accept the proposed 2017 Police Department budget as amended with the cut of approximately 12K and Virgil MacDonald seconded with all in favor of the motion. Noting the amount is \$1,171,700.00

Highway Safety Grant; DWI Patrols #308-17B-049

Virgil MacDonald inquired about the match for this Grant. Chief Heath stated that there is a what is called a “soft match” of approximately \$500.00 to \$800.00. Statistics were provided for both Grants to the Board; these answered the questions of concerns previously voiced.

Virgil MacDonald made a motion to approve the Highway Safety Grant for DWI Patrols and Phil Wittmann seconded with all in favor of the motion.

Highway Safety Grant; Specialized Traffic Enforcement Patrols (“STEP”) #315-17B-066

The Chief explained that the difference between the DWI Grant and the STEP Grant is DWI is specific to such and the STEP Grant is for distracted drivers such as cell phone use, texting and driving, speeding etc.

Lou LaCourse made a motion to approve the Highway Safety Grant for Specialized Traffic Enforcement Patrols (“STEP”) and Phil Wittmann seconded with all in favor of the motion.

Letter Update from DOT; Route 28 North Corridor Rumble Strips

DOT has made their decision on the center line rumble strips on the Route 28 North corridor. Virgil MacDonald felt that Attorney Sessler should be involved with this due to this changing the quality of life for the people of Alton. Liz Dionne took no stance on this however she stated that if the Town was to take legal action against the State of New Hampshire that it could become rather lengthy and expensive to the taxpayers, from a financial point of view. It is her understanding that this is final with no opportunity to argue the point. The Board was in agreement to posting a copy of this letter on the Town’s website and to send it to the Baysider who can choose to do a story on it. A copy of the letter was given to the reporter who was present at the meeting; he will provide the information to his Editor, Josh Spaulding. Basically DOT went back re-measured the depths of the rumble strips which all fell well within the average of the 3/8” to 5/8” specification criteria. DOT feels that they have met the Town half way by removing the white line/edge rumble strips and they feel strongly

that it is safer to leave the center line rumble strips. They also mentioned that only 3 to 4% of the measured passing activity occurred between the hours of 10 PM to 5 AM.

Town Administrator's Report and Updates by Liz Dionne

General Election; November 8th

The Town Administrator reminded the Board members that the General Election is being held tomorrow, November 8th. There is a request from the Moderator for the Board's representation at the polling location during the day and at the end of the evening.

Deliberative Session ~ Scrolling Picture Presentation

In regards to the Deliberative Session Liz Dionne has had a few discussions with the Moderator; he has voiced he doesn't have an issue with the scrolling of pictures regarding particular Warrant Articles however it should only take place while the Article is being presented. This might be a bit cumbersome with staffing. It was noted that this information will be on the Town's website as well as handouts will be made available.

Transfer Station Weight Scales

A staff report was provided to the Board for their review. This report refers to a particular section in the Employee Manual to waive the bid requirement and just go out and obtain three (3) quotes instead of going through the bid process; this section is vague. Liz Dionne is requesting that this be approved and would like a vote to utilize Section 9.3.15 to waive any possible requirement on this type of a purchase which she cannot find in the manual and to allow the Superintendent of the Solid Waste Department to simply go out and get three (3) quotes.

John Markland made a motion to allow as recommended by the Town Administrator obtaining the three (3) quotes and Virgil MacDonald seconded with all in favor of the motion.

Parks and Recreation Proposed Bylaws

The Parks and Recreation Bylaws were sent to legal counsel for his review. There was one addition and one deletion made on the last page; added was #20 and the last sentence of the last paragraph will be removed.

Phil Wittmann asked if the Parks and Recreation Commission had come forward with any concerns regarding the Bylaws. Liz Dionne had not heard anything noting that Kellie Troendle had not been in the office for the last couple of days. Phil also noted that he had asked the members at the October 20th meeting and hadn't heard anything either.

Phil Wittmann made a motion to approve the new Parks and Recreation Bylaws as amended and recommended by Attorney Sessler and Virgil MacDonald seconded with all in favor of the motion.

Letter S Road Trestle Bridge Supports

Marty Cornelissen from the Historical Society informed Liz Dionne that the Letter S Trestle Bridge Supports have been officially listed on the NH State Register of Historical Resources. A State Register plaque will be purchased and installed at the site.

Shibley's at the Pier Restaurant Site Walk

Liz Dionne mentioned that Tom Verney was in attendance at tonight's meeting and if the Board chooses to speak about the recent site walk at Shibley's at the Pier Restaurant now might be a good time to discuss this matter or it could be scheduled for a future meeting.

Virgil MacDonald felt that the lease should go back to the vote of the people and be renegotiated if more Town land was to be given up. Previously Liz Dionne briefly spoke to the Board Chair about the issue and if she recalled correctly, it was stated that an original lease would have to go back to the voters but an amendment would not need to. Lou LaCourse stated that the operative word is "if" we do it, and he would not be comfortable with burying a propane tank on town property with the fenced in area already being larger than the leased area. Phil Wittmann would not be in favor of the expansion at this point. John Markland is against burying the tank on town property and thought that possibly it could be relocated on the other side of building near the central air conditioner unit. At this time Mr. Varney was invited to the table. He stated that some improvements will be made by Shibley's who will rebuild the shoreline erosion and the stormwater area and that the sidewalk which are big areas of concern. The improvements will stop the dirty water from the parking area going into the lake which contributes to Milfoil. Lou LaCourse questioned the size of the new cooler/freezer; inquiring if Shibley's is locked into this already. Mr. Varney did not know if the size could be changed and Mr. Shibley was not in town to be here tonight to answer any questions. Lou LaCourse would prefer to delay the vote until there is a full Board. There are several variables with the size of both the cooler/freezer and the propane tank. Mr. Varney and Mr. Shibley will come back with

other alternatives. Liz Dionne will wait to hear from Mr. Varney for a future presentation to be scheduled before the Board.

Selectmen's Committee Report

Phil Wittmann reported that the Parks and Recreation Commission met on October 20th. The discussion involved the photo calendar which has been tabled, the Barbershoppers event resulted in a \$710.28 profit, the Alton Bay to Alton trail has been named the “Quannippi Trail”, Soccer Program, Basketball Program, Light Up Night on December 3rd from 5:00 to 6:30 PM and the Winter Carnival of which the Commission is hoping that another organization might take over due to staffing issues. In the Director’s report it was noted that surveys are being conducted on several Town owned properties; they will be registered. The Director and staff are touring the cemeteries, Jones Field has been cleaned up, rocks removed and it is ready for loam/seed, John Dever is working on the bid specs for the ADA Restroom facilities, Latham Masonry is scheduled to work on the retaining walls beginning on October 20th, completing the cap work in the spring. Copies of the proposed new bylaws were handed out to all the members. There was further discussion on setting up a skating area at Mill Pond, expansion of the trails at Jones Field possibly contacting the Highway Department to see if they can assist with the project and changing the start time of the craft fair. The Parks and Recreation Commission asked Phil to pass out copies of their minutes to each of the Selectmen.

Phil Wittmann also reported on the Old Home Week Committee which met on November 1st. They were informed that three (3) members resigned; Duanne Hammond, Nelson Kennedy and Carolyn Schaffner so they will be looking for new members. They did ask for clarification on insurance waivers opposed to insurance certificates for participants. Topics of discussion for next year were the block party, the parade with a need for a real band and the car show. Virgil MacDonald stated that if loom was needed at Little Fenway they should check with Ken Roberts. Virgil also brought forth the retaining walls in the Bay stating that they should be done at the base with rip rap. Lou LaCourse noted that there would be a need for DES permitting. These walls on both sides of the Bay were repaired approximately 15 times in the last 55 years. Liz Dionne voiced the need for Kellie Troendle to attend a meeting for this discussion.

Phil Wittmann asked the Board since the new Parks and Recreation Commission Bylaws have been approved he would like to obtain a date for the Commission to meet with the Board of Selectmen for their annual meeting as stated in the Bylaws. The Board was in agreement.

Virgil MacDonald met with the Planning Board. They approved a self-storage unit across from the high school. It will be set back off the roadway with a building that was changed to 15 to 18 units with a caretaker apartment. The wetlands are set back in the far corner between them and the Electric Company.

John Markland has been meeting regularly with the Budget Committee however no decisions have been made, just presentations. They will meet again on Wednesday night for the last of the town department budgets.

Lou LaCourse met with the Zoning Amendment Committee. They have been reviewing the proposed amendments. The Zoning Board did not meet. The Conservation Commission is currently discussing a bid for 47K for doing some surveys of various town owned lands.

Approval of Selectmen's Minutes:

October 11, 2016 (Tabled: October 17th)

Virgil MacDonald made a motion to accept the minutes of Budget Workshop Session, October 11, 2016 as written and John Markland seconded with all in favor of the motion.

October 12, 2016 (Tabled: October 17th)

Virgil MacDonald made a motion to accept the minutes of Budget Workshop Session, October 12, 2016 as written and Lou LaCourse seconded. The vote was 4 approved, 1 abstention, John Markland.

October 17, 2016

Virgil MacDonald made a motion to accept the minutes of Public Session I, October 17, 2016 as presented and John Markland seconded with all in favor of the motion.

Lou LaCourse made a motion to accept the minutes of Non Public Session, October 17, 2016 as written and John Markland seconded with all in favor of the motion.

Lou LaCourse made a motion to accept the minutes of Public Session II, October 17, 2016 as presented and John Markland seconded with all in favor of the motion.

October 18, 2016

Lou LaCourse made a motion to accept the minutes of Budget Workshop Session, October 18, 2016 as written and John Markland seconded. The vote was 4 approved, 1 abstention, Virgil MacDonald.

October 24, 2016

Lou LaCourse made a motion to accept the minutes of Public Workshop Session, October 24, 2016 as written and John Markland seconded. The vote was 4 approved, 1 abstention, Virgil MacDonald.

Approval of Consent Agenda

John Markland made a motion to approve the Consent Agenda as presented and Virgil MacDonald seconded with all in favor of the motion.

Approval of Land Use Items:

- 2016 Timber Warrant ~ Operation 16-011-12-T, Map 8, Lots 3-2 and 3-3 in the amount of \$941.95
- 2016 Application for Current Use ~ 166 Old Wolfeboro Road, Map 12 Lot 55-1

Public Input II (limited to 5 minutes per person; subject matter ~ any Governmental/Town Business)

None

Adjournment

John Markland made a motion to adjourn and Virgil MacDonald seconded with all in favor of the motion.

The meeting adjourned at 7:33 PM.

Respectfully submitted,

Mary K. Jarvis

Mary K. Jarvis
Recording Secretary