

ALTON BOARD OF SELECTMEN
Minutes
November 7, 2022
(Approved - December 5, 2022)

Chairman B. Mitchell convened the meeting at 6:00 PM.

B. Mitchell 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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Brock Mitchell, Chairman
Paul LaRochelle, Vice-Chairman
Reuben Wentworth, Selectman
Bob Holt, Selectman
Andrew Morse, Selectmen
Ryan Heath, Town Administrator

Agenda Approval

B. Holt made a motion to approve the agenda as presented and P. LaRochelle 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 Collectors Office will be closed on Tuesday, November 8, 2022 for the General Election at St. Katharine Drexel Church.

R. Heath stated that he would like to have a discussion about voting tomorrow and what times the Selectmen would be available to be there. Each Selectmen stated what times they would be able to attend the General Election.

Public Hearing - 6:05PM - Acceptance of Laura Lane and Hopewell/Brickyard Cove

B. Mitchell opened the Public Hearing at 6:05 pm.

B. Best, Attorney for Gary and Sandra Bahre for the acceptance of Hopewell Road and Brickyard Cove Road approached the table. R. Heath stated that he would give a quick overview. The Town Attorney, S. Whitley, has been apart of the conversations. The Public Works Director has gone out and inspected the road. The documentation that the Board is looking at is a direct result of the legal review. R. Wentworth stated that he would like to hear form the Public Works Director. S. Kinmond, Public Works Director, approached the table. He stated that this started a long time ago. It was started when K. Roberts was still here. There is one issue. It is in regards to the ornamental wall that has been constructed on the road. It would be in the meets and bounds of that. The wall that was constructed is pretty substantial. The ornamental trees need to be maintained by others versus being maintained by the Town. The wall is clearly in the right of way. It would have to have some form of sign off if it was damaged by the Town during snow removal. He believes all the other conditions have been met. B. Best stated that the original intent of the road was to stay private but over the years that has changed. Brickyard Cove Road is a Class VI Town road that has existed since the early 1900s. It connects to Roberts Cove Road. Hopewell Road was built in 1995. It was built to standards. The ornamental wall doesn't extend very far. Originally the wall was built on the right side of the driveway and extends in the right of way only by a small amount. In the meantime, the property owners have since built a wall on the left hand side of the driveway that extends even more into the right of way. M. Sargent, agent for the Bahre's, has been involved in the project since 1994. It is a well-constructed road. B. Holt asked what kind of agreement would be needed for the stone wall issue. B. Best believes that a letter from the property owner acknowledging the problem. It could be done in a way that can be recorded at the Registry of Deeds so the next owners are aware. R. Wentworth stated that if the Town needs to go in and do work along the wall and the stone wall needs to be moved then the Town will not be responsible to replace it. S. Kinmond stated that there should also be a waiver of liability relative to if there is a motor vehicle accident that should occur that the Town would not be subject to liability because it is constructed in the Town's right of way.

R. Heath gave a brief overview of Laura Lane. There are several warranty deeds. Our legal counsel insisted on an updated title search. There are individual deeds from property owners along that road. They are signing off for acceptance by the Town for that road. S. Kinmond stated that they did the inspection of that road with the Town Engineer, and Town Planner. Everything that was on the list to be taken care of have been taken care of. There is already an escrow fund set up for the asphalt rubber chip seal that had been recommended to do. The road is in good condition.

V. Tarbell, Laura Lane resident, approached the table. She stated that she became very involved with the warranty deeds. There are four owners on the road. She worked with Town legal counsel to make sure everything was don't properly.

B. Mitchell closed the public input.

R. Wentworth stated that the only thing for him is if the cost go higher on the rubber chipseal that the applicants would have to make up the difference. B. Mitchell stated that should be made as a condition.

P. LaRochelle made a motion to accept Laura Lane as a Town road with the condition of the chip seal, if the price exceeds what is currently in escrow then the applicants will be responsible for the difference and B. Holt seconded with all in favor of the motion.

B. Holt stated that there are two issues with Hopewell/Brickyard. The stone wall and the tree cutting. B. Mitchell stated that they already have a contract for the tree cutting. B. Holt stated that he feels that the stone wall should be eliminated from the Town right-of-way.

R. Wentworth made a motion to accept Hopewell Lane upon the conditions that all structures be removed out of the Town's right-of-way and that waivers are signed that the Town is not responsible for ornamental trees and that the trimming shall be done in accordance with the Town's acceptance of the road and B. Holt seconded with all in favor of the motion.

R. Wentworth made a motion to change the name of Brickyard Cove to Hopewell Lane to the private section that the Town just took over as a Town road upon approval of E911 and P. LaRochelle seconded with all in favor of the motion.

B. Mitchell closed the Public Hearing at 6:51 pm.

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

None

Appointments

None

New Business

1. Water Department - Request for use of ARPA Funds

C. Mitchell, Water Superintendent approached the table. She is requesting to use ARPA money to update the meter reading program and software. They are still walking home to home and writing down the meter reading. The problem they are having right now is with shipping and manufacturing. The meters are hard to get. The proposal for the start up fees was approximately \$14,000.00. That was the radio reading equipment. This year alone they have done 273 work orders. They are looking to do is to start phasing into the meter upgrades. The meters that they have been installing support the equipment. She is looking to buy the software. The radios that go to the 97 meters that are currently installed that would go on the meters themselves with the radio device and then purchase 30 more meters and radio devices. They reduced it by \$4,500.00 off of the start up cost and provided a price of \$28,473.08. That would get us started in a phase program to start changing over the meters. Instead of a \$600,000.00 dollar cost they would do it in-house over the course of three or four years. The estimated annual fee is \$1,441.20. Discussion ensued as to the phases that would be implemented. R. Wentworth stated that he would like to see the plan. What would happen in the fourth year, fifth year, etc. He stated that he understands that rates need to increase. What is going to happen when there are no more funds to pay for the plan. B. Holt stated that water meters are the heart of the Water Department. He believes they need to address this issue. P. LaRochelle asked if there is an idea of what the average increase will be each year. C. Mitchell stated that they don't. Several options were discussed on changing out the meters in the event access isn't allowed. R. Heath stated that he will reach out to Town Counsel for his opinion on the issue.

B. Holt made a motion to approve the expenditures of the ARPA Funds for Phase 1 Upgrade Project as presented for \$28,473.08 and R. Wentworth seconded with all in favor of the motion.

2. Highway Department - 2023 Paving Project Bid Package Approval

S. Kinmond, Public Works Director approached the table. He stated that the idea is to take the Road Construction money and put it into road preservation. It will goes towards asphalt, rubber chip sealing, crack sealing, etc. Those things will preserve the payment and extend the life cycle. The Town was in a multi-year contract which is coming up. It was the wishes of the Board to put this back out publicly for a bid. He had been approached by the owner of GMI that would like to negotiate a contract. He would like the Board to let him know if they wanted to go that route or put it out to bid. R. Wentworth stated that 15 or so years ago the taxpayers were told that if they go with the road reconstruction it would save money. Put the money in to paving roads instead of redoing the gravel on roads. Lily Pond Road was just reserved because the folks that live on it were asking about it and wanted to know where the lines were. There is no mention of this two years later in doing that. Lily Pond Road or any of the gravel roads, he does not see any enhancements done. He never sees any new roads added for the road reconstruction. S. Kinmond stated that the reason he won't get that is it won't happen until they are at a stage where we maintain our current asphalt conditions. He explained why it is not feasible to pave some of the gravel roads.

R. Wentworth made a motion to put out the 2023 Paving Bid project as presented by the Public Works Department and A. Morse seconded with all in favor of the motion.

3. Highway Department - West Side Bathrooms

S. Kinmond remained at the table. He stated that the bathrooms in the Bay aren't always respected. They are vandalized. People make a mess and our staff has to clean it. He is trying to reduce some of that impact. There is only one person assigned to the entire Town for custodial duties. He would like to potentially try to shift things. If the bathrooms weren't open everyday then others areas could be concentrated on. Run the restrooms either on a weekend basis, special events, etc. He would like to know how the Board felt about it. They are making changes here at Town Hall which will add additional time to be spent here to do additional cleaning. P> LaRoche stated that there is a lot of activity in the Bay in the winter time. He stated that if they were to close anything it would be mid-November to mid-December. There is too much activity in the Bay to have those restrooms shut down. S. Kinmond stated that he can look at moving staff around to cover. He told his staff that he would present it to the Board.

P. LaRoche made a motion to allow the Public Works Director to close the Public Restroom on the westside of Alton Bay between December 1, 2022 to April 1, 2023 and to install temporary port-a-potties to the Bay at this time for this period of time and to notify the public by Social Media and Newspaper and B. Holt seconded with all in favor of the motion.

Old Business

1. Highway - Alton Bay Brick Sidewalks Replacement RFP Approval

S. Kinmond remained at the table. He put together an RFP to see if they can get pricing in for the stamped colored concrete sidewalks with the understanding that it is a joint operated project. The Highway Department would do the demo of the existing sidewalk, pull the curb, etc.

P. LaRoche made a motion to allow the Public Works Director to put out to bid for the sidewalk brick stamped with coloring RFP and R. Wentworth seconded with all in favor of the motion.

2. Highway - Highway Equipment CRF Withdrawal

S. Kinmond remained at the table. He stated that this is for delivery on a pickup truck. It is a little over \$6,000.00 less than what was actually bid. They were able to come through with a truck ahead of time. He would like the Board's permission to withdraw for things like the plow and radio. This will replace the Dodge pickup that will be moved over to Cemetery.

B. Holt made a motion to approve the purchase of \$12,315.13 for the recommendations for the accessories for the Public Works 2022 Ford 350 4x4 pickup truck as presented and R. Wentworth seconded with all in favor of the motion.

3. Fire Department - Air Boat Trailer Discussion

J. Beaudoin, Fire Chief approached the table. There were funds that were donated to purchase a new air boat trailer. That trailer has come in and now they have the old airboat trailer that has no use. He recommends to give it back to the Fire Association. Let them dispose of it.

R. Wentworth made a motion to return the boat trailer to the Fire Association and B. Mitchell seconded with all in favor of the motion.

4. Fire Department - Boat Disposal

J. Beaudoin remained at the table. They put the old Eastern Fire Boat up with a \$10,000.00 reserve and it did not make it. The highest bid was \$7,000.00.

P. O'Brien, Fire Captain, approached the table. He stated that the boat was posted in July through the month of August. It was posted on Municibid. It got a lot of attention. The idea at this point is to see how the Board would like to move forward. R. Wentworth stated that it should be put back out to bid with no reserve.

5. Town Facilities Project Quotes

R. Heath stated that in their packet they have two quotes. He did talk to 3 companies. Since they are using a needs study for each department that is in question he reached out to several companies. Tighe and Bond put together a proposal that incorporates a needs based assessment based on vehicles, equipment, dimensions, storage, etc. The information is not too specific right now. Their proposal came in at \$55,000.00. The second proposal is from Groen Construction. They did a Design Build. Their proposal came in at \$87,425.00. The third company that he talked to was Bauen Construction from Meredith. His recommendation to the Board would be to move forward with Tighe and bond. He is looking to see what the Board's feedback is. B. Holt thinks this is the avenue we want to take from past discussions. Those facilities need to be addressed sooner or later.

R. Wentworth made a motion to enter into an agreement with Tighe and Bond for \$55,000.00 as presented and B. Holt seconded with all in favor of the motion.

Selectmen Reports

B. Holt had nothing to report.

A. Morse had nothing to report.

R. Wentworth stated that the Budget Committee finalized their budget last Thursday night.

P. LaRochelle stated that Master Plan Committee will be meeting with the Planning Board for another workshop.

B. Mitchell had nothing to report.

Town Administrator Report

None

Approval of Minutes

October 3, 2022 Public Session

B. Holt made a motion to approve the October 3, 2022 Public Session minutes and R. Wentworth seconded with all in favor of the motion.

October 3, 2022 Non-Public Session

B. Holt made a motion to approve the October 3, 2022 Non-Public Session minutes and R. Wentworth seconded with all in favor of the motion.

October 13, 2022 Public Session

B. Holt made a motion to approve the October 13, 2022 Public Session minutes and R. Wentworth seconded with all in favor of the motion.

October 17, 2022 Public Session

B. Holt made a motion to approve the October 17, 2022 Public Session minutes and R. Wentworth seconded with all in favor of the motion.

Consent Agenda Approval

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

2022 Equalization Ratio Municipal Assessment Data Certification Sheet (NH DRA)

2020 BTLA Appeal Settlement Agreements

Map 18 Lot 38-1; Longview (Now Walgreen) Trust; 16 Tranquility Road; Value to \$4,000,000

Map 21 Lot 1-4; Fischman Trust; 141 Clay Point Road; Value to \$2,235,200

2022 Timber Tax Appeal

Map 49 Lot 27; Craigin Point LLC; 17 Cottage Point Road; Deny, Abate interest

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

Tobey Reynolds - Route 11 Corridor Study

R. Wentworth made a motion to approve the Request for Appointment for Tobey Reynolds and P. LaRochelle seconded with all in favor of the motion.

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

L. Carr approached the table. He stated that he was on the committee for the new school. You need to watch out and NH Municipal Association will provide you with all sorts of information.

Non-Public Session

None

Adjournment

B. Mitchell moved at 9:25 pm to adjourn. B. Holt seconded. **Motion carried.**

Respectfully submitted,

Stacy L. Bailey
Recording Secretary