

ALTON BOARD OF SELECTMEN
Minutes
November 17, 2021
(Approved - December 20, 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, Selectman
Brock Mitchell, Selectman
Laura Parker, Finance Manager

Agenda Approval

V. MacDonald would like to add Conservation Commission and Planning Board to the agenda under New Business. B. Mitchell 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.

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

Appointments

East Alton Fire Association - Donation Approval

Lael Paulson approached the table. He read a statement from Sylvia Leggett, President East Alton Fire Association:

"The East Alton Fire Association was established in 1973 with concern for "the safety of the residents of East Alton" and has evolved over the years. A review of the history of our Association shows the community spirit that inspired a group of individuals to organize, fundraise and then bring to fruition the dream of the East Alton Fire Station, giving all of us in the community the safety this station provided. Today our station is fully supported by the Town. Our community spirit has continued over the years and has included donations to families suffering loss through fire, scholarships and monetary support for those in need in Alton. The Association even installed a Time Capsule here at the Town Hall to celebrate the 200th Birthday of the Town!

In this, our 48th year, the EAFA Board of Directors made the hard decision that the need no longer exists for our Association as it did back in 1973 and in the ensuing years. The Board of Directors voted to dissolve the Association on September 9, 2021 and at our Annual Meeting held on October 23, 2021 the membership voted unanimously to dissolve the Association and to also approve the Plan of Dissolution presented by the Board. That plan required that upon dissolution that 40% of the remaining assets be distributed to the Town of Alton - Social Services Department.

The membership voted to refine the donation as follows: In memory of Irving and Jean Roberts, the East Alton Fire Association would like to donate 40% of our remaining assets to the Town of Alton for the general support of Alton residents in need, especially those who do not qualify for welfare. Additionally, as a condition of acceptance, up to \$2,000 of the donated amount will be made available each year until this Memoriam of Irving and Jean Roberts Fund is depleted.

I would like to end by saying that we are hopeful our donation to the Irving and Jean Roberts Fund will be approximately \$20,000 once the final liabilities of the association are paid.

*Sylvia Leggett - President EAFA
76 Gilmans Corner Road, Alton
603-608-5201"*

He stated that pending approval, they expect to have approximately \$20,000. They are requesting approval to make the donation.

R. Wentworth made a motion to accept the gift from the East Alton Fire Association and B. Mitchell seconded with all in favor of the motion.

New Business

1. Assessing Department - MS-1 Figure Approval

Robb Jutton, Assessor and Steve Hamilton, Contract Assessor approached the table. S. Hamilton stated that over the last 10 months they have completed the Town Re-evaluation. He went over the process. R. Wentworth asked how much the lakefront properties represent. S. Hamilton stated that it is 46.6%. R. Wentworth asked if that has gone down over the years. S. Hamilton stated that they are not dropping in value but because the residential properties have grown. The median increase for the waterfront properties was 20.5%. This document will set the foundation for the tax rate. The increased values will directly impact the tax rate. It will be a significant reduction on the tax rate. P. LaRochelle asked how many towns were used besides Alton to get the figures. S. Hamilton stated that it is based on market activity within the Town of Alton strictly. There is nothing that we are seeing which causes us to think Alton's values are too high.

B. Mitchell made a motion to accept the 2021 MS1 as written and B. Holt seconded with all in favor of the motion.

2. Highway Department - Publicworks1 Pavement Condition and Sign Assessment/ Asset Management Software

S. Kinmond, Public Works Director approached the table. He put together a memo for the software that will allow him to have a baseline asset management pavement assessment. It will also capture signs. They do capture information on the road surface. He stated that he has done a fair amount of negotiating with this. This is a company that we currently have importing software in the Building and Code Enforcement side of things. This initial cost is an overview cost. Depending on what we decide of every 3 or 5 years to do an update. He has a call into a town in Connecticut. They have had this software for a while now. V. MacDonald asked what the yearly rate is on it. S. Kinmond stated that the yearly maintenance on this one is to set it up is \$7,000.00. V. MacDonald stated that his question was not answered. S. Kinmond stated that on the annual side of things it should cost \$7,000.00 per year. P. LaRochelle asked in the event of termination by either party is the backup information readily available and is that something paid for and kept by the Town. S. Kinmond stated that by the way he read it they are able to download a lot of the data. The difficult part is that if they separate from the software itself we won't be able to continue to build upon the raw data. P. LaRochelle asked how many towns that have actually switching over to this. S. Kinmond stated that there are lots of towns that use RSMS software. There is no other New Hampshire town that uses this software. The closest town is in Connecticut. V. MacDonald stated that we would pay all this money and in the agreement it states that Customer may request a copy of all for the cost of \$2,500.00. He asked is we pay them to set it up do what have to pay them for what they put in there. S. Kinmond stated that they hold the data. In order for you to get it actually it is put into a format that you can use it in. R. Wentworth stated that he has no problem with it but he would like to see the \$19,000.00 encumbered and put out to bid. We are going away from our Town Policy. S. Kinmond stated that the discounts he was able to negotiate will most likely not be included in a bid. B. Mitchell stated that the only issue is that most of it we can obtain for free. If we were on the Regional Planning Commission, we could probably get it for next to nothing.

R. Wentworth made a motion to have the Public Works Director go out and look for a PublicWorks1 Pavement Condition and Sign Assessment/ Asset Management System and P. LaRochelle seconded with all in favor of the motion.

3. Water Department - Excavator and Trailer Replacement

C. Mitchell, Water Superintendent approached the table. V. MacDonald asked when this was decided. C. Mitchell said that nothing has been decided that is why she is here tonight. V. MacDonald stated that he sees bids. C. Mitchell stated that they are not bids, they are just quotes. She stated that the excavator is 16 years old and she is starting to get nervous. She reached out to a person at Chappell Tractor. C. Mitchell stated that she has not had a formal bid since she has been here. She is only here for information purposes. R. Wentworth asked if the money has been put back into the Water Revenue account from the ARPA funds. L. Parker stated that it has not. The final number has not been approved. R. Wentworth stated that the cover letter has numbers that do not add up. C. Mitchell stated that she sent these on a Friday sitting on the side of the road. The numbers on the memo are true. R. Wentworth asked what the weight of the machine will be. C. Mitchell stated that they are all in within the allowance of the CDL guidelines. R. Wentworth stated that it has nothing to do with the CDL requirements. He is talking about Gross Vehicle Weight. If an 11,000 lb excavator on a 12,000 lb gvw trailer you are over loaded with a 3,000 lb trailer. If you get stopped you will be overloaded.

R. Wentworth stated that he would like to see Alton Water Works go out to bid on the Excavator and trailer for their department. B. Mitchell stated that he had an issue with putting this stuff out to bid. He knows that it is policy but you put a piece of equipment out to bid and you have no negotiation on it. R. Wentworth stated that the specifications need to be rewritten. He stated that he would like to see the Water Superintendent get with the Public Works Director to see if a Highway truck can be used to haul the existing trailer and excavator because if there is ever an accident, the Town could be in trouble hauling with the Water Works single axel truck. A special license is not needed but the truck is overloaded.

4. Water Bandstand Committee - Water Ski Show 2022 Invoice Approval

P. LaRochelle stated that this just the same contract as last year. It is the booking agreement. It is for the Ski Show and deposit. The amount of the Ski Show is \$2,350.00 and they are looking for the amount of \$350.00 for the deposit today.

B. Mitchell made a motion to approve the \$2,350.00 and V. MacDonald seconded with all in favor of the motion. P. LaRochelle clarified that the amount of \$350.00 is due now and the remaining balance after the performance.

5. Culvert Clean Up Procedures

S. Kinmond approached the table. R. Wentworth stated that he thinks this is about a conversation last week about the Highway Department going by with the pickup truck and blowing leaves back on people's lawns. S. Kinmond stated that the Town Administrator did reach out to him and said there was a complaint made to a Select Board member. He stated that they fabricated a device to blow leaves on the gravel roads. The concern was it would be nice to vac those up in the future. P. LaRochelle stated that he was the one who took the complaint. A person that had just completed yard cleanup spent money the day before and the Town blew leaves right into the yard.

6. Conservation Commission

V. MacDonald stated that the Conservation Commission has asked him to bring this information forward. They would like to see if the Board was willing to have Parks & Rec Department to write a Warrant Article for money to be put into a fund. It would be to make sure there are people at the boat launch to make sure that the boats going into the lake are clean.

7. Planning Department

V. MacDonald stated that the Planning Board would like the Board to approve a Warrant Article. P. LaRochelle stated this is for an additional \$9,000.00 to be put on a Warrant Article for continuance of things that are needed.

R. Wentworth made a motion that this gets put on next week's meeting and B. Mitchell seconded. P. LaRochelle stated that this was proposed by the Planning Committee and Tara Bamford. It was a suggestion of her to go above and beyond another \$4-5,000.00 for mailings, volunteers, etc. L. Parker stated that the Planning Board was confused on if they can even approve it as a Planning Board to come to the Board because of the wording of "No Taxation". That is the Board's recommendation. They are technically the Board of Selectmen's Warrant Articles. R. Wentworth stated that he would like to recommend that this come before the Board of Selectmen when all other warrant articles. L. Parker stated that all the Planning Department is looking for is approval from the Board that they can change this so they can move forward.

Old Business

1. Loon Cove Road - Status Update

S. Kinmond approached the table. He stated that he was out of town today but he was contacted last night by the paver. It was scheduled today to take the bump out. R. Wentworth stated that the bump is gone but it is not smooth. He suggested not using this company again.

2. Church Street/ School Street - Status Update

S. Kinmond stated that all of the work has been completed down there. V. MacDonald asked if being completed was putting parking spots across driveways.

R. Wentworth made a motion to table this and B. Mitchell seconded with all in favor of the motion.

3. Benefits Budget (4155) - Approval

L. Parker stated that the new BMSI sheets for the Budgets were on the table. It is an estimate for the first year not knowing who will choose what plan. She did a 70/30 split.

R. Wentworth made a motion to approve Benefits Budget \$2,305,578.00 and B. Holt seconded with all in favor of the motion.

4. Auction 2021 - Signator Assignment

L. Parker stated that there needs to be a Board of Selectmen member to commit for the Auction on Saturday and for one to be allowed to sign the documents. Discussion ensued as to who would be available. R. Wentworth stated that he would be available at the store if needed.

Selectmen Reports

B. Holt had nothing to report.

R. Wentworth had nothing to report.

B. Mitchell had nothing to report.

P. LaRochelle reported that at the Planning Board the ZAC committee presented all of the Warrant Articles and amendments and were approved.

V. MacDonald had nothing to report.

Town Administrator Report

L. Parker stated that a Board of Selectmen member is needed for the interviews for the Highway Foreman/Manager position. It will be on November 30th. B. Mitchell stated that he is available.

L. Parker stated that the Benefits part of the Employee Handbook needs to be approved. They changed the wording a little bit to match what program is.

R. Wentworth made a motion to approve Section 8.5 Benefits of the Employee Handbook and B. Holt seconded with all in favor of the motion.

Approval of Minutes

October 25, 2021 - Public Session

B. Mitchell made a motion to approve the minutes as amended of October 25, 2021 Public Session and P. LaRochelle seconded. B. Holt stated that on page 2 the vote was 4 with 1 abstention and he was not at that meeting. The vote was called with 4 in favor and 1 abstention (BH).

November 1, 2021 - Public Session

P. LaRochelle made a motion to approve the minutes of November 1, 2021 Public Session and B. Mitchell seconded with 4 in favor and 1 abstention (BH).

November 1, 2021 - Non-Public Session

R. Wentworth made a motion to approve the minutes of November 1, 2021 Non-Public Session releasing none and P. LaRochelle seconded with 4 in favor and 1 abstention (BH).

Consent Agenda Approval

V. MacDonald made a motion to approve the consent agenda as presented and B. Mitchell seconded with all in favor of the motion.

1. Fire Department

Firefighter to Firefighter/EMT, Trevor Smith, \$14.92 to \$15.49, effective 07/02/2021
EMT, Timothy St. Germain, \$14.86/hr., effective 11/16/2021

2. Assessing Department

Timber Tax

David & Melissa Sykes; Map 14 Lot 13; Rand Hill Road; \$198.67

3. Highway Department

Truck Driver, Evan M. Lagrant, \$18.67/hr., effective 11/29/2021

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

- John Geleas - Map 10 Lot 28 and 28a Agreement

R. Wentworth made a motion to approve the appointment 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*)

K. Sullivan approached the table. She stated that when she was leaving the Post Office the other day and with the new sidewalk and the parking space that was created it is very tight.

Non-Public Session

V. MacDonald moved at 8:18pm to enter into Nonpublic Session under RSA 91-A:3,II,a (dismissal, promotion, or compensation) and P. LaRochelle seconded. Roll call vote: V. MacDonald - yes P. LaRochelle - yes

R. Holt - yes

B. Mitchell - yes

R. Wentworth - yes

Roll call vote carried unanimously.

V. MacDonald moved at 9:06pm to exit nonpublic session. R. Wentworth seconded. Roll call vote: V. MacDonald - yes P. LaRochelle - yes R. Holt - yes

B. Mitchell - yes

R. Wentworth - yes

Roll call vote carried unanimously

Adjournment

R. Wentworth moved at 9:07pm to adjourn. B. Mitchell seconded. Motion carried.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Stacy L. Bailey". The signature is written in black ink and is positioned above the printed name and title.

Stacy L. Bailey
Secretary