

ALTON BOARD OF SELECTMEN

Minutes

December 3, 2018

6:00 PM

1 Monument Square

Alton, NH 03809

Approved: December 17, 2018

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

Agenda Approval

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

Employee Recognitions

Cydney Shapleigh recognized, thanked and presented letters to SRO Officer Kristen Guest and Officer Michael Beauchamp for their outstanding work and read the following into the record:

*Kristen Guest
22 Belknap Street
Laconia, New Hampshire*

Dear Kristen,

The Alton Board of Selectmen is proud to be writing this letter to express our appreciation for your outstanding performance and the important role shown in your efforts as the Alton School Resource Officer.

Nominated by officials from both the Alton Central School and Prospect Mountain High School and as a result, on October 5, 2018 you were awarded the D.A.R.E. Officer of the Year for the State of New Hampshire. This truly shows your professionalism, dedication and commitment to the community. You have established relations with students, parents, the community and surrounding communities, bringing awareness to resources on emotional health.

We are deeply impressed by your accomplishments and would like to congratulate and recognize you for a job well done. Many thanks!

Respectfully,

ALTON BOARD OF SELECTMEN

AND

October 15, 2018

*Michael Beauchamp
49 Northeast Pond Road
Milton, New Hampshire 03851*

Dear Michael,

The Alton Board of Selectmen is proud to be writing this letter to express our appreciation for your dedication to building relationships within the community. Whether it is through your day-to-day interactions while on patrol or simply stopping by a business to converse with community members, you are always reinforcing that the Alton Police Department is here to help and serve the community in any way needed. Your outstanding performance and the important role shown in your exemplary conduct leaves a lasting and positive impression on those you interact with.

On October 3, 2018, during a statewide fundraiser for Excellence in Law Enforcement you were honored by McDonald's This truly shows your professionalism, dedication and commitment serving as an Alton Police Officer.

We are deeply impressed by your efforts and would like to congratulate and recognize you for a job well done. Many thanks!

Respectfully,

ALTON BOARD OF SELECTMEN

In addition, John Markland noted that having been a former DARE Officer, the award that Kristen received is an extreme honor for the State and the fact that she has only been in the program for a short amount of time speaks very well for the Town and the Alton Police Department.

Board of Health

This agenda item was postponed.

- Septic Waiver Request; Map 41 Lot 19, 116 Echo Point Road; Rossa

Announcements

None

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

Peter Bolster approached the Board unfortunately, the intended discussion was not an agenda item therefore it would need to be deferred until Public Input II.

Appointments:

None

New Business:

CAP Storage Container - Approval

Virgil MacDonald inquired about the machine that is being used for the sidewalks; why is it not being used to plow the side of the building to the shed at the same time instead of buying a new storage container. Liz Dionne noted that according to the email from CAP it states that the drivers for the Meals on Wheels Program get there sometimes around 5:00-5:30 AM. Ken Roberts was consulted and was not aware of the timeframe that the machine begins its work. This container will be purchased by CAP, will not be an eyesore and it will be a convenience for CAP.

Cydney Shapleigh made a motion to allow CAP to place an additional storage container as requested and Virgil MacDonald seconded with all in favor of the motion.

Police Department, Highway Safety Grant - Approval

Chief Ryan Heath and Lieutenant Todd MacDougall were present to discuss and answer any questions for the Highway Safety Grants. John Markland requested that Lieutenant MacDougall present the request. These grants have been done for approximately ten (10) years; STEP Patrols which include the Safe Commute, NH Click and additional Enforcement Patrols and the DWI Grant. This year the grants have been combined into one grant application. The total for everything is \$10,144 and has a breakout within the grant for each individual functions. These are set up as overtime patrols but all monies associated come from the grant directly.

John Markland made a motion to approve the Highway Safety Grant as proposed by Lieutenant Todd MacDougall and Virgil MacDonald seconded with all in favor of the motion.

2019 Deliberative Session Date & Time - Approval

The Board and Liz Dionne, Town Administrator discussed the date and timeframe for the Deliberative Session. Typically, it is done on a Tuesday with a snow date of Wednesday. The recommended date is Tuesday, February 5th with a snow date of Wednesday, February 6th. In the past it has been done at 6:30 PM however Liz mentioned changing the time to 6:00 PM. John Markland mentioned holding the Deliberative on a Saturday, same date as the school. Liz Dionne recommended the Tuesday night at 6:00 PM.

John Markland made a motion for the Deliberative Session to be held on Tuesday, February 5th at 6:00 PM with a Snow Date of Wednesday, February 6th at 6:00 PM at Prospect Mountain High School and Virgil MacDonald seconded with all in favor of the motion.

2019 Default Budget - Approval

Liz Dionne presented the Default Budget; provided was the DRA form showing the chart of accounts within it shows the 2018 approved budget, increases, reductions and totals. The default budget total will be represented in a Warrant Article. The actual for 2019 is still unknown at this time. Virgil MacDonald questioned the provided numbers as to being accurate. Liz was confident they were correct noting that these are the numbers that are in the BMSI System and what DRA has; there are no discrepancies.

Cydney Shapleigh made a motion to accept the Default Budget as prepared and John Markland seconded. The vote was 2 approved, 1 opposed; Virgil MacDonald.

2019 CIP Presentation

Peter Bolster, Chair CIP Committee and Robert Regan were in attendance to present the CIP Program spreadsheet.

Cydney Shapleigh wanted it known that there has been a lot of talk on social media areas about this enormous increase that is being proposed for taxes. She voiced that it was made pretty clear that there would be three (3) years of pain to get the CIP project moving. Comparing it with other towns that have these CIP plans, everyone involved should be commended, the town is amazing and not so little any more but it has been kept small with a very small tax rate. It should normalize after the three (3) years. Discussion ensued on various items, departments, equipment, etc. Peter Bolster read the following memo into the record:

TOWN OF ALTON

PLANNING DEPARTMENT

MEMO

To: Board of Selectmen
Budget Committee
From: Nic Strong, Town Planner
Subject: Capital Improvements Program (CIP), Plan of 2019 - 2014
Date: November 27, 2018

Please find attached the CIP Committee's recommendation for the Capital Improvements Program for the Town of Alton 2019 - 2024.

The CIP Committee members in 2018 were Planning Board representative Peter Bolster, Board of Selectmen representative John Markland, Budget Committee representative David Hershey, and citizen member Robert Regan.

The Department Heads presented their projects for the six year Capital Improvement Plan. To be considered for CIP participation in Alton, a project must have a capital cost greater than \$20,000 and have a useful lifespan of greater than three years.

The CIP Committee's stated purposes are to classify projects according to the urgency and the need for realization; to recommend a time sequence for their implementation; to estimate the cost of each project and indicate the probable operating and maintenance costs and probable revenues, if any; and, to include the existing sources of funding or the need for additional sources of funds for the implementation and operation of each project.

The CIP Committee continued the CIP Plan with emphasis on the use of Capital Reserve Funds in order to save ahead of time against the Town's future capital expenditures.

The CIP Committee again this year strongly recommends that the Board of Selectmen investigate the space and facilities needs for the Town of Alton's departmental functions. Several town buildings are included in the CIP Plan. The CIP Committee recommends a study to determine the needs for each department, and a cost analysis of staying in their present locations versus building a public safety building or similar, thereby allowing the reuse of buildings for other Town needs.

In addition to the facilities' needs there are the continuing equipment purchases required to keep the departments functioning to maintain services to the townspeople. The Fire and Highway Departments' fleets of vehicles and heavy equipment represent a considerable investment and it is important to remain current on their scheduled replacements to mitigate the costly repairs and breakdowns that can come with older vehicles.

At the public hearing on November 20, 2018, the Planning Board expressed concern with the lifespans of the various vehicles listed in the CIP Plan and asked that the Board of Selectmen meet with the Department Heads to verify those life expectancies and make any changes needed for next year's CIP Plan.

The Planning Board also determined to remove the rock/asphalt crushing CRF from CIP, noting that it did not meet the criteria for a CIP Project.

In addition to the regular CIP Table, attached please find two spreadsheets, one for Highway and one for Fire which show the equipment CRFs running out to 2047 and 2051 respectively to calculate the amount required to be put in the CRF to fund the purchase of equipment in the out years.

The CIP Committee would like to thank the Department Heads for their time and effort in submitting the project worksheets and backup information to the CIP Committee and for meeting with the Committee to discuss this very important Town financial plan.

Please let me know if you have any questions or require any further information.

NS/

Attachment

Peter Bolster voiced that the CIP Committee feels that more direction is needed from the Board in relation to the long term improvements for the Town. As the Master Plan comes together hopefully, it will be a part of this as we begin to build it into a real CIP Plan, for the future; we are now building for a short-term plan. Additional spreadsheets were provided for the Highway and Fire Departments, which shows the equipment CRF's running out to 2047 and 2051, respectively, to calculate the amounts required to be placed in the Capital Reserve Funds to fund the purchase of equipment. The assessed valuation in 2016, 1.575 billion, in 2017, 1.711 billion and 2018, 1.723 billion. This is a 1.4% increase per year, which is conservative. The Master Plan will be moving forward with the Planning Board, which will be a 2-3 year process. Self-supporting items still need to be shown for consideration. People can look at the CIP Plan, it is available, it is not a private document but it is a working document; this shows the intended purchases for the various years throughout the plan. It will be up to the Board of Selectmen whether to make the document available at the Deliberative Session. It does not need to be voted on and might be a difficult document for people to work through. This is a planning document not a budget document. Cydney Shapleigh stated that the Board would need to discuss the best way to get the information out to the public. This is a matter of being proactive verses being reactive; this is being proactive.

John Markland commented on behalf of the CIP Committee; one of the lengthy discussions is a combined public safety building. He strongly encourages that this be considered and that a committee be established to do a study for such.

Old Business:

Alton Mountain Street Light Decision; Geleas Property - Approval

Virgil MacDonald feels that if there is going to be a light it should be in the parking area not on private property.

Russ Wilder and Ken Roberts were called upon for the discussion. There are no poles or electricity to the parking area with the last pole being at the end of the Class V section of the roadway. The turnaround is approximately 300' further. Ken Roberts felt that there were a couple of safety reasons to have it illuminated. Cydney stated it would probably be cost prohibitive due to the necessities that would be needed (poles and lines run). There are no limitations on when that lot can be used; the owners do not want any surprises when someone is coming out of the

area. John Markland asked about signage. Russ didn't know of any of the other lots having such, noting the other areas. Ken believed that the anticipated cost would be around \$38.00 per month; the light is not purchased it is just the service that is paid for. There are no known criminal issues in the area. Cydney understands the request with the allowance of use however; she is struggling with setting a precedent of the town paying for services for a private property. Russ noted that this was brought forward early on in the process but it never carried through in the agreement. Solar lighting was mentioned as a possibility with illumination more in the parking area. Russ voiced that it was requested for the problem area at the end of the driveway. John Markland cannot justify the request. Russ voiced and felt that this is a different scenario than normal with all the concessions that the owner made to be accommodating to the Town. Ken mentioned that possibly the decision could be made to close the area at dark then there would be no issues with the Police Department for enforcement after dark. The Town is very grateful for the allowance to continue the use of the area. Russ again noted this is a very unique situation and the Town has benefited from this. Russ stated potentially the Conservation Commission could vote to chip in to pay the fee or maybe buy them a light to go on the house. Ken offered to look into the solar power; the Board agreed unless Conservation Commission agrees to pay or purchase a light.

Russ Wilder provided a new map that has just been published which shows this parking area. This map shows what is conservation land and what is not; these are for sale through LRTC's online shop.

2019 Police Fleet Lease Proposal

Chief Ryan Heath and Lieutenant Todd MacDougall were called to the table to discuss the proposed 2019 Fleet Lease for the vehicles for their department. The Chief provided an overview of the quotes from Tri-City Dodge, Poulin CJDR and Central CJDK for cruisers; NEVO, Global Public Safety and Adamson Industries for Outfitting; Sign Works of New England, Global Public Safety, NEVO, Municipal Graphics Inc. and Adamson Industries for Graphics; SHI, Dell EMC, SCW and CDWG for Tablets and 2-Way Communications for Radios; for the entire fleet. The provided information showed the breakouts of each quote. The low quote (Tri-City Dodge) amount is \$250,002 minus the trade-in value of \$115,000. The current lease payment of \$39,990.20. Option 1 is \$41,578.80, which would provide nine (9) brand new cars, under warranty, eliminate maintenance issues and provide the savings in the proposed 2019-operating budget. It would provide the vehicles, outfitting, graphics and new lighting but it reuses the existing radars, computers and radios. Discussion ensued regarding the trade in values and pricing from the various vendor quotes, who would quote and who would not quote, state bid pricing, leasing and interest. The net difference is what was taken into consideration from the base cost of the vehicle minus the trade-in value; is the better deal. Chargers are quoted straight across the board including the K9 vehicle noting that the K9 Officer is okay with this. There is a plan for moving forward which Lieutenant MacDougall presented through grants for equipment. The ideal situation would be to replace all equipment (radars, radios and tablets). Highway Safety was looked into; there will be grants available to cover 100% of the cost of the peripherals for e-ticketing. Other avenues through Highway Safety grants with a 50% match are available for replacement tablets and radars however there is a limit of two (2) per year; not ideal but we can begin that cycle. Cydney asked if the grants were competitive. The Chief responded that they have never been denied as long as the parameters are met and as funds are available there may be opportunity to get more than two (2) per year. There is no cap on printers and scanners just on the replacement tablets; it is a new verses replacement. This would be self-supporting through the revolving fund. Cydney inquired about using any of the drug enforcement money; it could be used but there currently is none available. To summarize the difference between the current lease payment and the proposed new lease payment as presented is \$1,588.60 and is self-supporting which includes the vehicles, outfitting and graphics, moving forward with grants for replacement of all the printers and scanners and on a rotating basis use grants to replace the tablets. Then the maintenance fund can be reduced out of the operating budget. The warranty is 3-year, 36K mile warranty with a 5-year, 100K warranty on the power train. In the past, an extended warranty would not be honored on a police vehicle. 3-year leasing was discussed however to be self-sufficient that would not allow enough time to recoup the funds in the revolving account. John Markland has a hard time paying interest on graphics, outfitting etc. A suggestion was to just lease the vehicles and pay for the other items outright however; this would deplete the revolving fund with the yearly lease payment and the cost of the graphics. The leasing company is completely independent of the dealership. Chief Heath feels there is definitely a savings to be taken advantage of and to be self-sufficient with the plan for replacing equipment. Approving this now will allow the Chief to go to the Budget Committee to propose the reduction to the operating budget tomorrow evening. In addition, time constraints and interest rates are playing a factor.

Virgil MacDonald made a motion to allow the lease and take the \$17,500 out of the operating budget.

Cydney Johnson gave an overview of the motion; Option 1 for a total amount of \$41,578.80 with a reduction in the operating budget of \$17,500, outfit with printers and scanners from grants and cycle through the tablets with

other grants, K9 vehicle details discussed, no trucks, no SUV's, all Chargers, no surprises to come with your (the Chief's) job on the line.

At this time, Cydney seconded the motion for the lease. The vote was 2 approved, 1 opposed, John Markland.

Cydney Shapleigh clarified that the motion is for \$41,578.80 not a penny more, Option 1 as presented with the Chiefs job on the line.

Liz Dionne reiterated that the Chief would present to the Budget Committee the reductions to his operating budget; Ryan concurred. Liz requested he provide her with a list of each proposed line item reduction before the budget meeting.

Selectmen Reports

John Markland met with the Budget Committee who discussed the remainder of the town budgets, finishing the town side and voiced that he was fascinated that the town budgets for 7/8 million dollars took 4 meetings and the school budget took only 20 minutes with no line item discussion for a 15+ million dollar budget. Cydney Shapleigh concurred with the fascination.

Virgil MacDonald reported he had met with the Planning Board, who held the Public Hearing for the West Alton Marina expansion. In addition, they discussed the CIP, which needed to be sent back to the Committee for further review.

Cydney Shapleigh had nothing to report.

Town Administrator Report by Liz Dionne

None

Approval of Minutes

November 19, 2018

John Markland made a motion to approve the minutes of Public Session, November 19, 2018 and Virgil MacDonald seconded with all in favor of the motion.

Cydney Shapleigh made a motion to approve the minutes of Non-Public Session, November 19, 2018 releasing #1 and John Markland seconded. Cydney Shapleigh amended the motion to release items #1 and #3 and John Markland seconded the amendment with all in favor of the motion.

Approval of Consent Agenda

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

1. 2018 Timber Warrant

LaPierre James & Bonnie	Map 9 Lot 59-3-2	40 Range Road	\$127.01
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2. 2018 Land Use Change Tax

Smith Amy & Steven	Map 12 Lot 94-3	400 Powder Mill Rd	\$5,500
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3. 2018 All Veterans Tax Credit

David & Wendy Cote	Map 9 Lot 14-112	261 Heron Point Rd	\$500.00
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4. 2018 Administrative Abatements

Lund Kelly	Map 19 Lot 8-2-27	1439 Wolfeboro Hwy # 27	\$123.00
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Sullivan Tim	Map 19 Lot 18-2-2	1439 Wolfeboro Hwy # 2	\$100.00
Fleming Walter	Map 65 Lot 17-32	9 Locomotive Drive	\$97.00
Brewster Pam	Map 8 Lot 49-66	166 Fox Trot	\$136.00

5. 2018 Added Tax Bill

O'Brien Stephen & Ann	Map 65 Lot 17-32	9 Locomotive Drive	\$97.00
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6. 2018 Land Use Change Tax-no penalty-see notes

Dolliver Peter & Todd	Map 12 Lot 50	140 Bay Hill Road	-0-
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Tax Collector Department - Approval; Annual Contract, Sanders Searches, LLC (mortgagee searches) \$11.00 per parcel, (approximately \$1,518 annually).

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

Loring Carr presented the Board with two (2) Petition Warrant Articles:

1. Zoning Amendment; from last year's change to the frontage on properties around the lake from 150' to 75'.
2. At the end of the Warrant Articles; to hear concerns from Boards, Committees etc.

In addition, Loring noted at the last meeting he had spoken about town hall snow closures; he encouraged that the Board work on a policy for such with a potential to tie into the schools policy.

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

None

Non-Public Session:

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

John Markland, yes
 Virgil MacDonald, yes
 Cydney Shapleigh, yes

Adjournment

The meeting adjourned at 7:40 PM.

Respectfully submitted,

Mary K. Jarvis

Mary K. Jarvis
 Recording Secretary