

ALTON BOARD OF SELECTMEN
Minutes
December 4, 2019
(Approved - December 16, 2019)

Vice-Chairman V. MacDonald 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:

Reuben Wentworth, Chairman, Excused Absence
Virgil MacDonald, Vice Chairman
Cydney Shapleigh, Selectwoman, Excused Absence
Philip V. Wittmann, Selectman
Paul LaRochelle, Selectman
Elizabeth Dionne, Town Administrator

Announcements:

- Light-Up Night is scheduled for Saturday, December 7th at 5:00 PM with festivities at the Town Hall.

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

None

Appointments:

None

Agenda Approval

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

New Business:

1. Budget Presentation - Household Hazardous Waste

Sarah Silk, Director of the Household Hazardous Waste Program (HHW) addressed the Board. S. Silk handed out the HHW brochure to each of the members. In her 30th year she stated it has been a very busy year with approximately a 17% overall increase of attendees for medications. They also service small businesses in the morning and pay the vendor directly. Non-members paid \$5,717.09 and they are still waiting for funding from a DES Grant for \$2,675.00. After negotiations it was decided to continue with the current waste hauler contract for three (3) years 2021-2023 with Clean Harbors due to stability. In 2012 there will be a big increase followed by the next two (2) years having minimal increases. Manifest fees and justifications were explained. Alton is estimated at 30% of the costs and Wolfeboro pays 70% of the costs. Estimated cost for 2020 is \$24,210.

V. MacDonald made a motion to approve the \$24,210 Alton shared portion of the Household Hazardous Waste budget and P. Wittmann seconded with all in favor of the motion.

S. Silk thanked and voiced appreciation while working with Alton staff, they are very courteous, helpful and cooperative.

2. Hydrogeological & Groundwater Management Permit Compliance Services - 2020

John Kubiczki, Engineer for the capped landfill presented his annual contract for 2020. It was explained that the contract is consistent and remains the same as it has been over the past 10 to 15 years with sampling and

reporting. There are close to 35 wells onsite; sampling 12 wells, 3 surface water locations and 3 private residences. There are no wells anticipated to be added, no damages and all are in good shape.

P. LaRochelle made a motion to accept the Permit Compliant Services - 2020 from Hydrogeological Groundwater Management and P. Wittmann seconded with all in favor of the motion.

3. Capital Improvement Program (CIP) - Plan of 2020-2025

Jessica Call, Town Planner, Robert Regan, Chairman, Patrick O'Brien, Vice Chairman, Gabrielle O'Toole, member, Peter Bolster, member and Roger Sample, Planning Board Chairman addressed the Board presenting them with the proposed CIP Plan. The Plan was recently submitted to the Planning Board with the next step in the process to the Board of Selectmen. CIP met with the department heads who presented them with a list of things needed over the next six (6) years which was a change to the structure by focusing on 2020 to 2025. A summary of the department's was shown showing the impact of the Town and School capital projects. A breakdown of the departments was provided. There has been quite a bit of discussion on the Town's Master Plan and the committee feels it is time to get the Master Plan revisited with a fresh approach. As a result of a meeting with Wolfeboro several months ago the committee feels that a Master Plan Consultant needs to be hired; a proposed Warrant Article for 25K was presented to the Board for such; this is technically coming from the Planning Board and will need participation from all Boards and Committees. The Warrant Article as presented showed the Planning Board recommends unanimously, it was noted that the Planning Board has not voted on this as of yet and will need to formally vote on it at their next meeting. Further discussion transpired regarding the CIP Plan, the Master Plan, and Consultant Fees. The committee is looking for the Boards support stating without a Master Plan it is difficult to base decisions on; direction needs to be set and possibly a consultant can provide this direction. There are a lot of Boards and Committees that need and require an updated Master Plan, it is a very important document. Decisions need to be made regarding infrastructure within the Town. R. Sample voiced concerns about access problems on Route 11 and Route 28. J. Call stated that the residential/commercial will be brought forth by ZAC regarding the Route 28 access issue next year through the Planning Board which all ties into the Master Plan. It was the consensus of the Board to wait until the Warrant Article is voted on by the Planning Board and until there is a full Board of Selectmen to make any decisions on recommending the Warrant Article.

V. MacDonald made a motion to accept the CIP Plan recommendations and P. LaRochelle seconded with all in favor of the motion.

4. Police Department - Cyber Security Proposal

Joshua Monaco, IT Director and Ryan Heath addressed the Board regarding the Cyber Security proposal. Memos and quotes were provided. Originally R. Heath applied for a grant for this, unfortunately the State decided not to move forward with this program. This is for the protection of the whole Town and is separate from the server. Funding has been set aside through the Emergency Management budget for this project. J. Monaco has found a vendor that would provide this for \$4,394.33 with all hardware free which is normally an additional 2K. This is a subscription and price for the full three (3) years. The current firewall is being phased out. Our needs along with State connectivity which is required and is due to expire early next year. This would be through the Emergency Management budget which currently has \$4,004 with the remainder coming out of the Operating budget.

P. Wittmann made a motion to approve the Cyber Security proposal as presented and P. LaRochelle seconded with all in favor of the motion

5. Police Department - Radar Unit Proposal

Ryan Heath, Police Chief noted that this was not able to be wrapped into the lease with all of the other equipment. There is no funding for in-car radars within the Highway Safety Grant. An opportunity has come forward with an end of the year sale through Stalker if you by three (3) units you get one (1) free. The intention is to buy six (6) and get two (2) free for a total of eight (8) units. Currently the department has eight (8) which are out of service being over fifteen (15) years old. This will be problematic when testifying in court with the functionality. The savings will be over \$4,400. The purchase will come out of this year's Police Operating budget. The Golden Eagle units are moving to different models and will no longer be supported and the current units are failing.

P. Wittmann made a motion to approve the Radar Unit proposal as presented and P. LaRochelle seconded with all in favor of the motion.

6. Liquor License Request - Dockside, LLC - Richard Almeida Member Manager

L. Dionne noted that this is for a newly renovated restaurant and requested that when the motion to approve is made it should include live entertainment.

V. MacDonald made a motion to allow Dockside LLC the liquor license request with entertainment and P. LaRochelle seconded with all in favor of the motion.

7. Sanders Searches, LLC - Annual 2020 Mortgagee Contract Renewal

L. Dionne noted that this is an annual contract renewal for the company that does the mortgagee's searches and tax deeding.

V. MacDonald made a motion to renew the annual mortgagee contract renewal for Sanders Searches LLC for 2020 and P. LaRochelle seconded with all in favor of the motion.

8. Town of New Durham - Perambulation of Town Lines

L. Dionne noted that the Town of New Durham is inviting someone from the Town of Alton to go with them while Perambulation of the Alton/New Durham Town line is done which will be sometime this week. RSA requires this and it must be done by the elder Town. Timing was questioned. This is not a survey. K. Roberts approached the Board to explain Perambulation stating that you would only be viewing what is currently there. This is a formality and a legal requirement. There is only one in question which is at the Town Beach at the Barnstead line; it is buried in the ground but has been found by a surveyor.

P. LaRochelle volunteered to do the walk. Someone will contact him with the date and time.

9. Set Deliberative Date - Tuesday, February 4, 2020 with Snow date Wednesday, February 5, 2020

V. MacDonald made a motion to hold the Deliberative Session on Tuesday, February 4, 2020 with Snow date Wednesday, February 5, 2020 at 6:00 PM and P. Wittmann seconded with all in favor of the motion.

Old Business:

1. Budget Presentation - Water Department

Courtney Mitchell, Water Superintendent presented her budget commenting that the increase is actually only an 11% increase from last year opposed to 25% as previously thought. When the main line expense went up to 50K (line 601) she decreased other lines in the budget (lines 605 & 607) in order to increase the main line (line 601) which actually only increased that line by 27K. C. Mitchell apologized that there wasn't much of a Capital Reserve when the budget was created and they were still building the Revenue Account. The Capital Reserve accounts are still very small and was her reason for the increase so that it would be done out of the Operating budget. C. Mitchell has no problem decreasing the main expense line from 50K to 20K as long as funding is available for replacement for School and Church Street repairs. Variables are still up in the air with road reconstruction. C. Mitchell stated that the Water Department needs two budgets an Operating Budget and Capital Reserves for covering the day to day operations. V. MacDonald agrees with the 50K line 601. Currently the department is at 99.481% collected at \$435,641.43 as of today.

V. MacDonald made a motion to approve the Water Department budget at \$494,440 and P. Wittmann seconded with all in favor of the motion.

2. Jones Field Dugout Proposal

Kellie Troendle, Parks and Recreation Director and Lisa Sorentino, AYL President approached the Board to discuss the proposal. The Warrant Article expenditures expire the end of December. K. Troendle recommends to expend as follows:

1. Purchase and store materials for the roof structure for four 18'x6' dugouts which can be constructed by Town staff in 2020 (three estimates are attached: lowest estimate-\$545.02 x4=\$2,180.08+\$400 hardware=\$2,580.08);
2. Purchase a 12'x12'x70' net for the batting cage for \$1,020.60.
3. Total expenditure= \$3,600.68

The total available is \$3,897.74 and suggests that Town Staff provide the labor through the Grounds and Maintenance Department along with some assistance from the Highway Department if needed. The suggestion is to replace the work that was previously done but not completed with 4K needing to be spent this year. For informational purposes estimates were provided for the concrete work and would far exceed the allotted amount. Her feeling is to spend the money now, store the materials, buy the netting and if there is money left over in the Grounds and Maintenance budget, encumber the money for the dugouts that is available; doing two (2) at a time. Concrete/Cinder Block costs will be coming forward at the next meeting. The current estimates are for roofing materials, framing, trim etc. no concrete, cinder blocks or labor. L. Dionne noted that the funds that are being referenced have previously been encumbered and will expire on December 31st and will need to be used. This is to keep everything symmetrical and the same as what is currently there. Timing is critical. V. MacDonald would like a little time to speak with the vendor before ordering.

P. Wittmann made a motion to accept the Jones Field dugout proposal and P. LaRochelle seconded with all in favor of the motion.

L. Sorentino voiced appreciation to the Board.

3. Police Department - Kristen Guest, Pursue Higher Education

Ryan Heath, Police Chief approached the Board to discuss on behalf of Officer Kristen Guest a revised proposal for pursuing a Master's degree in Clinical Psychology. Previously there were conflicting numbers as to the costs. Costs were provided to the Board. To date she has paid \$13,805 which is not part of the request. The total cost for the program is \$39,050. Previously the Board was leaning towards her paying 1/3 of the costs and the Town paying 2/3 of the cost which is a compromise on the amount along with a five (5) year commitment after graduation. Any assistance or help would be greatly appreciated, she is an asset to the Town and a commitment would be beneficial to the Town which would result in her being with the Town for a length of time. This will not change the Police Department budget as it is already within, under the career development line. P. Wittmann urged the Board to be very cautious and read from Section 3.2.24 of the employee manual; this is very vague and references paying for college courses not a college degree. V. MacDonald opinion differs stating she could just submit course by course. P. LaRochelle agrees that the Town should not be paying for a degree. R. Heath interjected stating that if you go course by course then the Town does not benefit by obtaining a commitment from the employee. A lengthy discussion ensued on the subject. The policy manual needs to be revisited; courses verses degree.

V. MacDonald made a motion that the Town pay 2/3 of the college costs for Officer K. Guest. There was no second.

V. MacDonald made a motion to eliminate Section 3.2.24 from the employee manual. There was no second.

P. LaRochelle suggested a possible Workshop. P. Wittmann feels the employee manual needs to be revised. Debate continued. V. MacDonald does not agree with it being part of the employee manual and it should be honored as part of the benefit package. L. Dionne suggested a couple of options to either end the discussion, move on to the next item on the agenda or to table for the next meeting for a full Board. The members were in agreement.

P. LaRochelle made a motion to wait until the next scheduled Board meeting to have a full Board to review and revisit Officer Kristen Guest's request and P. Wittmann seconded. The vote was 2 approved, 1 opposed, V. MacDonald.

4. Health and Dental Insurance

This item was postponed.

Selectmen Reports

P. LaRochelle had nothing new to add until after the next Water Bandstand meeting. Mentioned were some small repairs to the Water Bandstand on the cribbing until a Warrant Article is put forth. In addition, Zoning has had quite a few cases with a couple of revisits.

P. Wittmann met with the Parks and Recreation Commission discussing Light-Up Night, Quinippee Trail punch list and ribbon cutting ceremony, vacancy on the Commission, weeds at the Town Beach and an update on Jones Field. In addition he met with the Old Home Week Committee discussing the block party and possible time change, length of the animal encounter, silent movie comedy and the car show with its parking issues.

V. MacDonald had nothing to report.

Town Administrator Report by L. Dionne

Discretionary Appointment Request - Hazlett Road

L. Dionne was unsure on a recommendation for this item therefore it was not placed on the agenda. Hazlett Road is a private road and is one of the private roads that had an inspection done. All the homeowners were informed as to what needed to be done to bring the road into compliance for the plow trucks to be safe. This is one of the roads that is not being continued for maintenance. Attorney Sessler was consulted and he recommended that it be brought to the Board to see if the Board wanted to reconsider their previous decision for discontinuance. K. Roberts was called upon for the discussion. Unfortunately a deadline was set, all the roads that were accepted and continued met their deadlines. There were three (3) roads that did not comply and were discontinued. The deadline was October 31st; they were inspected on that date. Other consideration should be if you adopt a Winter Road after discontinuance you are going against the Town Meeting vote to not adopt any winter road maintenance. The other roads met the criteria. Is the deadline the deadline and if you do it for one you need to do it for all. In addition, some people were being charged and paying other were being charged and not paying for the maintenance; as a result the billing was stopped which is against State RSA. If this is to be continued reasonable costs need to be considered; rules need to be set. K. Roberts feels that the letter that was sent out which was signed by the Board for the inspection with the deadline date set was reasonable because all the others met the requirements; nine (9) roads complied three (3) did not comply. Contact was made as requested by residents. Mr. Nims would like to speak; the Board was consulted.

P. LaRochelle made a motion to allow Mr. Nims to speak and V. MacDonald seconded with all in favor of the motion.

Mr. William Nims addressed the Board stating that he certainly respects deadlines. A contractor was going to perform the work however he strung him along for a month then he was told by the contractor that he couldn't perform the work. Another contractor was hired, he kept the Highway Department informed; the work was performed the week after the October 31st deadline and before the Board meeting which recommended the discontinuance. He requested that an inspection be done before that Board meeting. He is looking for reconsideration of the decision that was made. He needs the road to be plowed. It was the consensus of the Board to take this under advisement.

Approval of Minutes

November 18, 2019 - Regular

V. MacDonald made a motion to approve the minutes of November 18, 2019 as presented and P. LaRochelle seconded with all in favor of the motion.

November 18, 2019 - Non-Public

V. MacDonald made a motion to approve the minutes of Non-Public Session November 18, 2019 as written releasing #1 and P. Wittmann seconded with all in favor of the motion.

Approval of Consent Agenda

V. MacDonald made a motion to approve the Consent Agenda as presented and P. Wittmann seconded with all in favor of the motion.

1. 2019 Timber Warrant

Sandra Hammond Revocable Trust	Map 19 Lot 58 Rines Road	Operation #19-011-06 T	\$1,745.96
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2. 2019 Land Use Change Tax

Brian Welch	641 Prospect Mountain Road	Map 3 Lot 24-1	\$4,200.00
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3. 2019 Administrative Abatements

Ronald F. & Ruth A Pyne Trust	87 Mount Major Highway	Map 34 Lot 33-8	\$2,589.00
Daniel Horning	149 Wolfeboro Highway #32	Map 19 Lot 8-2-32	\$79.00
Thomas Salzman	82 Rand Hill Road	Map 34 Lot 33-190	\$104.00

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

Loring Carr approached the Board suggesting to them that they reconsider the course reimbursement as discussed previously. He compared it to recent shootings that have taken place. The courses line up with her goal of obtaining a Master’s degree and it would be foolish not to take advantage of this, perhaps to save a tragedy from happening.

Ken Roberts addressed the Board stating that he has been for and will fight for the employees. Things that have been coming up lately along with the interpretations that have been coming down regarding the Town Policy. The people that have signed for the policy thought it was a signed contract with the Town, you are violating it and if you don’t honor a portion of the policy then the rest of it is no good, it violates the policy. He feels that the Board needs to consider and think about what the employees do for the Town and its citizens. It is wrong to change things on a whim defending the Town policy.

Courtney Mitchell commented on the previous education discussion. It is black and white on the paper, whether it is taken one way and you read it another way. Classes are what is at hand, someone wants to take classes, it might be an associate’s degree, a certificate program, and it doesn’t matter. The classes are what you are being asked to pay for not the degree; the degree is what you get for taking the classes. However the handbook reads as far as

the ultimate goal is the bottom line, the classes. It won't cost anything more for a Master's or a certificate program it will just be more classes. At the end of the day you are paying for the class for someone to further their experience. They are just classes!

Patrick O'Brien addressed the Board stating that as a college graduate he paid per class that is how he paid for the program. He didn't pay for his Associate's degree he paid for his course or his classes.

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

- Rev. Paul Terry - Solar Proposal
- Allen Funk - Proposed PILOT Agreement

L. Dionne recommends 5 to 10 minute appointments.

V. MacDonald made a motion to meet with both Rev. Paul Terry and Allen Funk on their requests for appointments for 5 to 10 minutes each and P. Wittmann seconded with all in favor of the motion.

Non-Public Session:

V. MacDonald made a motion to enter into non-public session pursuant to RSA 91-A:3, II (a) at 7:58 PM and P. Wittmann seconded. The Board was polled in the affirmative by roll call with all in favor of the motion.

P. LaRochelle, yes
P. Wittmann, yes
V. MacDonald, yes

Adjournment:

V. MacDonald moved at 8:08pm to exit nonpublic session. P. Wittmann seconded. Roll call vote:

V. MacDonald - yes P. Wittmann - yes
P. LaRochelle - yes Roll call vote carried unanimously.

V. MacDonald moved to "not divulge" the minutes because divulgence of the information likely would render the proposed action of the board ineffective at this time. P. LaRochelle seconded. Roll call vote:

V. MacDonald - yes P. Wittmann - yes
P. LaRochelle - yes Roll call vote carried unanimously.

V. MacDonald moved at 8:10pm to adjourn. P. Wittmann seconded. Motion carried.

Respectfully submitted,

Mary K. Jarvis

Mary K. Jarvis
Recording Secretary