

ALTON BOARD OF SELECTMEN
Minutes
December 5, 2022
(Approved - January 3, 2023)

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, Excused
Reuben Wentworth, Selectman
Bob Holt, Selectman
Andrew Morse, Selectmen
Ryan Heath, Town Administrator

Agenda Approval

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)

C. Shapleigh approached the table. She stated that she respects the Public Participation Policy as she helped to develop it. She is wondering if the Board would indulge her in not having to wait until the second Public Input and answer one question. There was a meeting that she was not included in for changing the location of voting in the Town. As School Moderator, it is a meeting she feels she should have been included in. She would like to have the genesis of wanting to change the location. She doesn't understand why. She asked if this is something that the Board is willing to answer during the first Public Input. B. Mitchell polled the Board as to how they felt. The Board did not have an objection to responding. He stated that this situation has been going on for a while. There were people who didn't want to vote at the church. R. Wentworth stated that the issue was raised because of Town policy. R. Heath stated that was the discussion that took place a couple of years ago. Over the last two or three months there was correspondence received from the Diocese of Manchester stating that all of their locations are going to require anyone using their facilities to buy supplemental binder through their insurance company for roughly over \$400,000.00 of coverage. It was going to cost the Town \$402.00 per event on top of providing our own binder through Primex. C. Shapleigh stated that voting at the church was changed for valid reasons. They tried other Town owned buildings. She explained why the other locations did not work.

L. Carr approached the table. He stated that he believes where is says Public Input I it will no longer say agenda items only. He said that tonight the Board set the precedent and it won't appear anymore on the agendas. R. Wentworth stated that Selectmen do set policies and policies have been waived in the past. He stated that L. Carr has never asked if he could bring something up that was not on the agenda. He stated that the person that did asked the Board if she could do that. It had to do with Town business.

Appointments

None

New Business

1. Default Budget

R. Heath, Town Administrator, stated that there are two lines that need to have the numbers changed. They are for the IT Department. Line #4145-507 needs to be changed to \$305.00 and line # 4145-519 needs to be changed to \$5,200.00. R. Wentworth asked if this budget contained COLA and merit because that are not a contractual agreement. R. Heath stated that it doesn't. He went through some of the lines that have changed.

R. Wentworth made a motion to approve the Default Budget of \$8,854,314.00 for 2023 General Fund and B. Holt seconded with all in favor of the motion.

R. Wentworth made a motion to approve the Default Budget of \$480,764.00 for 2023 Water Department and A. Morse seconded with all in favor of the motion.

Old Business

1. Conditional Approval - Hopewell Road

J. Rines approached the table. He is from Horizons Engineering. He is wondering if the Board would be willing to allow his clients, Flying B, to pull the wall back so it protects the closest utility vault. Flying B is willing to do a waiver of liability. R. Heath asked the Board if they would like to hear from the Public Works Director. S. Kinmond, Public Works Director, approached the table. He stated that he doesn't have an issue as long as there is a waiver.

R. Wentworth made a motion to rescind the motion made at the November 7, 2022 meeting for Hopewell Road for the requirements to remove the stone wall out of the Town right of way amending it to move the west side stone wall back 6.7 feet with the condition of a waiver of liability on the Town and also a waiver of liability for any damages to vehicles of the Town and B. Holt seconded with all in favor of the motion.

2. Highway Department - Highway Equipment CRF Withdrawal

S. Kinmond remained at the table. He feels this is important to move to the next phase. The two fleet vehicles order earlier in the year have come in. There was a savings with that. He would like to use that savings and add a polycaster sander to the new 2022 F350 pickup.

R. Wentworth made a motion to approve the Public Works Director to purchase from Alton Motorsports a polycaster sander 1.8 cubic yards in the amount of \$6,925.00 to come out of the Highway Capital Reserve Fund and A. Morse seconded with all in favor of the motion.

3. Local Emergency Operations Plan

R. Heath stated that at the end of last year the Board approved moving forward with the submission of grants for Hazardous Mitigation Plan and Local Emergency Operations Plan. The Hazardous Mitigation Plan was approved about four months ago. This is the Local Emergency Operations Grant. The total project cost is \$9,000.00 of which \$4,500.00 will be funded from an Emergency Management Performance Grant. There is a 50% match that can be either a hard match in cash or do a soft match with our Emergency Team meetings that took place during COVID.

B. Mitchell made a motion to accept the terms of the Emergency Management Performance Grant as presented in the amount of \$4,500.00 for the LEOP update furthermore, the Board acknowledges that the total cost of this project will be \$9,000.00 in which the Town will be responsible for a 50% match of \$4,500.00 and authorize the Town Administrator to sign all documents related to the grant and B. Holt seconded with all in favor of the motion.

4. 2023 Federal Holidays

R. Heath stated that this is a change in the Federal Holiday list. Other municipalities have started to observe Juneteenth. He updated the recognized federal holiday list.

R. Wentworth made a motion to approve the US Federal Holiday 2023 schedule for the Town of Alton and B. Mitchell 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 Conservation Commission is doing their land monitoring right now.

B. Mitchell had nothing to report.

Town Administrator Report

R. Heath informed the Board that the County Delegation sent over their proposed budget for their public hearing. The public hearing is going to be on December 12, 2022 at 6:30 pm at the county complex 34 County Drive, Laconia, NH.

R. Heath stated that there is a policy change on the table. This is something that the Public Works Director had brought to him. Currently in the Employee Handbook states that if you take a sick day during a pay week you are not eligible for overtime. The concern is that if someone from the Highway Department takes a sick day on a Monday but gets called in to plow on a Saturday he doesn't get any overtime. The recommendation on that policy is that overtime pay shall be paid to include sick time. The previous policy excluded sick time. There were several different scenarios discussed. R. Wentworth stated that he is against this. He thinks that after working 8 hours in a day than you should be paid overtime. S. Kinmond approached the table. He

stated that the real purpose for changing this is because of Covid. They need to be out anywhere from 5 to 10 days. As soon as someone comes in that is not feeling well it goes right through the entire shop. If the Board is willing to go with anything over 8 hours is overtime than he would be fine with it. B. Holt stated that we cannot require employees to work overtime. J. Collins, Tax Collector/ Town Clerk approached the table. She stated that she is agreeance with R. Wentworth that anything over 8 should be overtime. R. Heath doesn't think that would be okay with the Labor Board. R. Heath stated that he will rework the changes that the Board would like to see and bring it back.

R. Heath stated that he included paperwork on the table. He has spoken to the Town Attorney. He stated that they do Bond Counsel on a regular basis. They are going to put a proposal together to act as Bond Counsel on behalf of the Town. It is above and beyond the regular counsel duties. The fees would be anywhere from \$3,500.00 to \$5,500.00. R. Wentworth asked if this needed to be done tonight. R. Heath stated that they can bring it home and look at it.

R. Heath stated that the last thing that he had was to do with voting. He had conversations with the Town Clerk to go to the school. He forgot to extend the invitation to the School Moderator. The meeting was last week and they looked at the situation over there. Next year there is only March elections. The only opportunity is to use the auditorium. There was a question as to whether or not they could use the gymnasium for other elections. It would be used with prior planning. There is handicap access. R. Wentworth stated that no matter where it is held there is always going to be someone that has issues with it. R. Heath stated that he is still waiting to hear from the Superintendent.

R. Wentworth made a motion that the Town voting for 2023 will be held at St. Katharine Drexel for the \$402.00 additional insurance and B. Mitchell seconded. He would like the Town Administrator work on additional locations. The vote was called and all were in favor.

Approval of Minutes

November 7, 2022 Public Session

B. Holt made a motion to approve the November 7, 2022 Public Session minutes and R. Wentworth seconded with all in favor of the motion.

Consent Agenda Approval

R. Wentworth made a motion to approve the Consent Agenda for December 5, 2022 as presented and B. Mitchell seconded with all in favor of the motion.

1. Land Use Items - approval

2022 Administrative Abatements

Brown; Map 6 Lot 1-38; 55 Osprey Road; \$750
Denoncourt; Map 78 Lot 3; 700 Rattlesnake Island; \$2,650
Schumacher; Map 48 Lot 34; 21 Loud Road; \$5,509

2022 Supplemental Warrant

Ripplinger; Map 78 Lot 3; 700 Rattlesnake Island; \$2,650
Nickerson Trust; Map 48 Lot 34; 21 Loud Road; \$5,509

2. Planning Department

Robin L. McClain, Planning & Zoning Assistant, \$19.00/hr., New Hire

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

None

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

R. Lane approached the table. She thanked the Board for staying with the church. She is an advocate for the church. Her problem is that every couple of years we go through where are we going to have the elections. Her problem is that there is no communication. She needs to know what Selectmen and times they will be at elections. She has called and left messages and no one calls her back. She said she will not work in an auditorium. No one hears her. The gymnasium would be a good setup.

C. Shapleigh approached the table. She asked about the overtime proposal. She heard it several different ways. She gave her opinion on the proposed policy change. She asked about the bond. Is it for a new municipal building. She questions the timing. We are in the highest rates right now.

L. Carr approached the table. He asked if the money for the engineering will be a warrant article.

Non-Public Session

None

Adjournment

B. Holt moved at 7:42 pm to adjourn. A. Morse seconded. **Motion carried.**

Respectfully submitted,

Stacy L. Bailey
Recording Secretary

ALTON BOARD OF SELECTMEN

Brock Mitchell, Chairman

Paul E. LaRochelle, Vice-Chairman

Reuben L. Wentworth, Selectman

Rossiter R. "Bob" Holt, Selectman

Andrew Morse, Selectman