

ALTON BOARD OF SELECTMEN
Minutes
December 7, 2020
(Approved - December 14, 2020)

Chairman R. Wentworth convened the meeting at 6:00 PM and P. LaRochelle 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
Virgil MacDonald, Vice Chairman, Excused Absence
Philip V. Wittmann, Selectman
Paul LaRochelle, Selectman
Bob Holt, Selectman
Elizabeth Dionne, Town Administrator, Excused Absence
Laura Parker, Finance Manager

R. Wentworth requested to add two (2) items to the agenda, Emergency Management Team Update before Announcements and under Selectmen's Report, Route 140 Project with R. Heath and C. Mitchell from their private businesses.

Agenda Approval

P. Wittmann made a motion to approve the agenda as amended and B. Holt seconded. Roll call vote:

B. Holt, yes P. LaRochelle, yes P. Wittmann, yes R. Wentworth, yes

R. Wentworth announced the following:

Until Further Notice: To comply with RSA 91-A, the State of Emergency, and Governor's Orders, restrictions on public gatherings the Town is limiting attendance at Public Meetings to conform with current social distancing guidelines. The Town will also continue to offer remote access for those that cannot attend or wish to remain home. To remotely attend the meeting (audio and video) visit our website: www.alton.nh.gov on the day of the meeting for instructions or telephone the Selectmen's Office 603-875-2113 or 603-875-0229. There continues to be no Public Input at this time.

Emergency Management Update by R. Heath

R. Heath, Police Chief and EM Director gave an overview of the COVID situation which includes the following:

- Spike in numbers both locally, statewide and nationally
- All Board Meetings are being held remote
- Not a lot of cases within Town Employees; there have been instances that have been contained very quickly with the department's handling them appropriately, they were commended for their actions
- Storm Shelter concerns were dealt with due to the recent storm noting that the Senior Center was available if needed but was not actually opened. All necessary departments were on standby.
- Arrangements have been made for Santa's arrival on 12/19 which will be held in the Bay area outside at the Bandstand; details to follow from the Parks and Recreation Department
- CDC Guidelines are changing daily with contact with DHHS for more local guidelines
- Vaccinations will be made available soon for certain individuals with coordination with St. Katharine Drexel Church being a distribution center which will all be done in an outside venue

Announcements

None

Submission of Public Comments - Questions - Concerns

None

Appointments

None

New Business

1. Conservation Commission - Mill Pond Watershed Report

R. Wentworth remotely turned the meeting over to Gene Young, Conservation Commission Chairman. The floor was then turned over to Brian Laverriere, Registered Landscape Architect from Horsley Witten Group who also remotely joined the meeting. A Power Point presentation in reference to the Mill Pond Stormwater Assessment was given. A site visit was done in April by his firm doing an analysis of the Mill Pond Area walking all of the surrounding areas. Mill Pond has been identified as a pollutant for the Merrymeeting River. There are reports available online if someone is looking for further information or more detail. The area has a Cyanobacteria problem in the pond, limited vegetative buffers and stormwater runoff is very much a problem. There are various options for correcting the runoff such as Green Stormwater Infrastructure to collect the runoff. The area was walked and delineated that drain into Mill Pond. In addition, it was deciphered which drainage areas are directly discharging into the pond. There is a lot of area that is not being treated before entering Mill Pond. It is up to the Town and its designers to work together to determine what drainage areas are the priority; which are the easiest to implement, easiest to monitor and maintain and learn from those. Drainage areas were defined. Within the report there is site specific information with recommendations. The next steps were outlined and are extremely important. The floor was opened for questions. Various questions and recommendations were discussed and explained. P. LaRochelle inquired about working with the Highway Manager in reference to the Church/School Street Project that leads to Mill Pond; this would be appropriate and hopeful to do so. G. Young feels that discussions with both the Highway Department and School Department are warranted for integration of that project. R. Wentworth informed those involved that there is drainage planned in the School/Church Street project which will be deeper to catch the runoff. G. Young brought this to the Board for their understanding and to answer any questions. There are challenges with the work that needs to be done. G. Young requested that the Board accept the provided report so that the Conservation Commission is able to forward it to DES for incorporation into the Merrymeeting Management Plan which will open the door for some grant funding. K. Roberts, Highway Manager requested to receive a copy of the report in order to forward to the Engineer for the School and Church Street Project. M. Jarvis will forward copies of the report to K. Roberts.

R. Wentworth made a motion to accept the Mill Pond Watershed Report as presented by the Conservation Commission and P. LaRochelle seconded. Roll call vote:

B. Holt, yes P. LaRochelle, yes P. Wittmann, yes R. Wentworth, yes

The presenter were thanked.

2. Milfoil Committee - DASH RFP

The Board was previously notified that the current contractor that was providing the services has gone out of business therefore they would need to go out to bid for a new provider. An RFP was provided to the Board for approval. David Gould, Chairman and K. Troendle are available for any questions. D. Gould remotely joined the meeting and answered P. LaRochelle's question; spent last year for DASH was approximately \$13,000 and for herbicide \$18,000 gross before the State contributed their percentage. The key item is that the company that we were using was the best noting that after speaking to DES it was decided to just do a one (1) year contract with an option to extend based on performance. This is how the state words their RFP's especially when using someone new. It will be the Town's decision on continuance. K. Troendle was consulted and had nothing to add other than the State has a recommended bidder's list and the RFP will be sent to those on the list as well as advertising.

P. LaRochelle made a motion to approve the Invitation to Bid for the Milfoil DASH RFP for a one-year contract as presented and P. Wittmann seconded. Roll call vote:

B. Holt, yes P. LaRochelle, yes P. Wittmann, yes R. Wentworth, yes

3. Police Department - Highway Safety Grant

R. Heath addressed the Board informing them that this is the same annual Highway Safety Grant that is applied for each year. This is for distracted driving, seatbelts, DWI, etc. The total amount of the grant is \$8,415 with a soft match of \$2,103.75. R. Wentworth questioned the particulars of the actual enforcement with concerns voiced; R. Heath explained with details given. R. Heath asked that within the motion they include to authorize the Town Administrator or a designee to sign the grant.

B. Holt made a motion to approve the Highway Safety Grant Application allowing L. Dionne, Town Administrator to sign on behalf of the Board of Selectmen and P. Wittmann seconded. Roll call vote:

B. Holt, yes P. LaRochelle, yes P. Wittmann, yes R. Wentworth, yes

4. Highway Department - Engineering Services RFP; School/Church Streets

K. Roberts, Highway Manager remotely joined the meeting and gave an overview of the RFP. Bartlett and Associates did the survey. The RFP was created for another Town and modified to Alton's needs. It is not totally detailed but covers what is necessary and was previously discussed with the Board. Bartlett and Associates has a lot more detail and will work directly with an Engineer to get the project moving. R. Wentworth noted that the Mill Pond information should be provided with the RFP as previously noted. P. LaRochelle feels that is important to be included.

P. LaRochelle made a motion to approve the Highway Department Engineering Services RFP for Church/School Street and to include the Mill Pond Watershed Report and P. Wittmann seconded.

Further Discussion: K. Roberts noted that this will all be coordinated with the Water Department and the School.

At this time the motion on the table was called. Roll call vote:

B. Holt, yes P. LaRochelle, yes P. Wittmann, yes R. Wentworth, yes

Old Business:

None

Selectmen Reports

B. Holt had nothing to report.

P. LaRochelle had nothing to report.

P. Wittmann had nothing to report.

R. Wentworth addressed the Route 140 Project inviting R. Heath, Police Chief along with C. Mitchell, Water Superintendent (remotely) to join the meeting to discuss. This was brought forward a couple of weeks ago noting that the work that was being performed is through each of their private companies. R. Heath is doing a development on Route 140 and needed to put a water main off of the Town water main and hired C. Mitchell's private company to perform the services. A concerned citizen brought to a Selectman's attention who looked at it with it being brought to the Chair's attention who in turn brought it to the Town Administrator's attention. This prompted them to bring it forward to the Board to inform them of the project in their capacity as private citizens in the Town of Alton doing contracted work. R. Heath informed the Board that he has a private LLC since 2014 that does residential developments, C. Mitchell also has a private company with her knowledge as a water technician and licensing for water systems. In 2009, R. Heath obtained permitting for a senior housing complex at this location with a stipulation that it had to be part of the Town water system opposed to a private well. This was due to the contamination of wells in that area and at the location due to the old Irving site with MTBE. The contamination issues were explained. The water system needs to be extended. R. Heath performed the work through his private company using his contractors, employees and equipment. C. Mitchell's private company was

hired and paid to do the pipe work or water line with her being the qualified contractor. The trenches were dug as approved by the Town. In hindsight, he realizes that it probably should have been brought to the Town's attention prior to this. The first phase of the project was done to angle bore under Route 140 to get the water line under the road without disturbing the State roadway. The outlet is right at the base of the hill where the municipal water system is located. This connection has not taken place yet. This needed to take place before the weather set in. B. Holt noted he does not have an issue with either company doing the job. He was not aware that C. Mitchell had a private company. His concern was he had received a call from a past Selectman and got involved because of his call because the ditch was being filled with the existing materials. He decided to visit the site and was surprised to see that the ditch work was still being done when it was close to dark with a police detail on the other side of the roadway. The reasons and intention for working into the darkness was explained. It was decided that it was better to continue than to leave the ditch open as it would be more dangerous. The other concern was that there was no Town representative inspecting the installation and believes that this would be taken over by the Town. R. Wentworth stopped the conversation and noted that the Board needs to address the Town Policy. C. Mitchell, Water Superintendent addressed the inspection process explaining that there is a new Ordinance that has been written much more detailed than the previous policy from 1985. Comparisons were made to other water projects within Town. The process of installation and inspections were explained. This project was already approved by previous Superintendents. In 2017, C. Mitchell's company was formed and has been doing this type of work for quite some time. R. Wentworth defended B. Holt's concerns and acting on behalf of the resident's phone call and hopes that this puts this issue to rest.

R. Wentworth voiced his pleasure that the Mooney Street work was completed before the storm. He thanked the First Responders and Highway Department for all they did during this weekend's storm, it was a very difficult storm. He wanted to reach out to NHEC thanking them for their hard work and cutting trees during the storm. P. LaRochelle agreed and thanked all involved parties not realizing how much work is entailed. B. Holt commented that the employees of the COOP work very hard and are excellent. In addition, the Budget Committee finalized the budget last week and will be waiting on the Warrant Articles. He hopes that Deliberative Session can be done somehow without it being a ZOOM Meeting.

Town Administrator Report

None

Approval of Minutes

November 16, 2020 - Regular

B. Holt made a motion to approve the minutes of the Regular Meeting, November 16, 2020 as presented and P. LaRochelle seconded. Roll call vote:

B. Holt, yes P. LaRochelle, yes P. Wittmann, yes R. Wentworth, yes

November 16, 2020 - Non-Public

R. Wentworth made a motion to approve the minutes of the Non-Public Meeting, November 16, 2020 as presented divulging #1 & 2 and B. Holt seconded. Roll call vote:

B. Holt, yes P. LaRochelle, yes P. Wittmann, yes R. Wentworth, yes

November 23, 2020 - Budget

P. LaRochelle made a motion to approve the minutes of the Budget Meeting, November 23, 2020 as presented and P. Wittmann seconded. Roll call vote:

B. Holt, yes P. LaRochelle, yes P. Wittmann, yes R. Wentworth, yes

November 30, 2020 - Budget

B. Holt made a motion to approve the minutes of the Budget Meeting, November 30, 2020 as presented and P. LaRochelle seconded. Roll call vote:

B. Holt, yes P. LaRochelle, yes P. Wittmann, yes R. Wentworth, yes

Consent Agenda Approval

P. Wittmann made a motion to approve the consent agenda as presented December 7, 2020 and P. LaRochelle seconded.

Further Discussion: B. Holt questioned the Administrative Abatements on the Consent Agenda; R. Wentworth explained the circumstances could vary for each request. A question was posed if the Assessor has a cap on the dollar value of an abatement; unknown.

At this time the motion on the table was called. Roll call vote:

B. Holt, yes P. LaRochelle, yes P. Wittmann, yes R. Wentworth, yes

1. Assessing Department:

Land Use Items - approval

Administrative Abatements

Joe Bradley; 1439 Wolfeboro Hwy #59; Map 19 Lot 8-2-59; \$113.00
John Dorsey; 1439 Wolfeboro Highway #65; Map 19 Lot 8-2-65; \$223.00
Michael Brawn; 6 Viewland Court # 39; Map 33 Lot 77-39; \$173.00
Gregg Humphrey; 182 Fox Trot; Map 8 Lot 49-182; \$174.00
Patricia & William Palmer; 161 Fort Point Road; Map 18 Lot 6; \$1,640
Donald DeWees; 82 Rand Hill Road #29; Map 34 Lot 33-29; \$77.00
Turtle Kraal RV Park; 38 Fox Trot; Map 8 Lot 49-38; \$225.00

Supplemental Warrant

Alan & Jayne Picken; 161 Fort Point Road; Map 18 Lot 6; \$1,640

Timber Tax (Warrant & Certification)

Ryan L. Heath, LLC; 161 Fort Point Road; Map 35 Lot 68 / 68-1; \$119.48

Application for Veteran's Credit

George P. Murphy; 205 Heron Point Road; Map 9 Lot 14-109; \$750

2. Parks & Recreation Department:

a. Hire: Emily K. Collins, Administrative Assistant, \$16.36/hr, effective 1/4/21.

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

- Jane Davis - Involuntary Lot Merger - Request to Unmerge

R. Wentworth informed the Board that Ms. Davis came to see him and suggested that in the future an acknowledgement/communication needs to be sent out to people that submit something that is not addressed within a thirty (30) day timeframe informing them that the subject matter is being worked on.

The Consensus of the Board was in to approve the appointment for Jane Davis. Roll call consensus.

B. Holt, yes P. LaRochelle, yes P. Wittmann, yes R. Wentworth, yes

Non-Public Session:

None

At this time, the Budget Worksheet was briefly discussed and agreed upon to be discussed next week. R. Wentworth informed the Board: the Budget Committee has recommended and agreed to all of these budgets and if changes are made then it would have to go back to the Budget Committee for re-approval. Decisions can be made on Monday night, December 14th.

Adjournment

R. Wentworth made a motion to adjourn at 7:57 pm and B. Holt seconded. Roll call vote:

B. Holt, yes P. LaRochelle, yes P. Wittmann, yes R. Wentworth, yes

Respectfully submitted,

Mary K. Jarvis

Mary K. Jarvis
Recording Secretary

