

ALTON BOARD OF SELECTMEN

Minutes

December 18, 2017

6:00 PM

1 Monument Square

Alton, NH 03809

Approved: January 8, 2018

Virgil 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:

Cydney Johnson, Chairwoman - Excused Absence

Virgil MacDonald, Vice Chairman

Philip V. Wittmann, Selectman

John Markland, Selectman

Reuben Wentworth, Selectman arrived at 6:02 PM

Elizabeth Dionne, Town Administrator

Agenda Approval

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

Announcements

None

Appointments

None

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

None

At this time, Reuben Wentworth arrived at the meeting.

Old Business

Police Boat Update

Ryan Heath approached the Board and reiterated that he is providing the same information that was previously presented to the Board then gave an overview on the subject matter. This is to either move forward with the proposal and then to discuss the funding of the proposal. The estimate is for a hull swap of the existing boat using all the good working components, transfer them over (relating it to a frame replacement on a vehicle). We have gone from a dual motor to a single motor, 4-stroke Honda with a three (3) year warranty. The previously

submitted proposal had a 1-year warranty; with a hull replacement there will be a full 10-year warranty. They are willing to give us a trade in of \$1,200.00 for the remains of our boat. This proposal is addressing most of the previous concerns. This option seems to be the most economical and reasonable. The next issue is the funding. The Chief went through the numbers again and the encumbered money noting with the 53rd pay week his payroll has taken quite a hit. The grant reimbursements for this year, he is roughly 10K short of the provided quote out of his existing budget. It is the decision of the Board to either approve a portion of this, not approve a portion or absorb that difference out of the general budget as this is for public safety purposes and for the Code Enforcement Officer to use for inspections.

Reuben Wentworth voiced that he feels that a public safety boat is needed, Phil Wittmann concurred. Ryan Heath noted that with the 10K shortage due to the 53rd week payroll was approximately 16K/17K. The total projected balance remaining along with covering the 25K for the grant contract some monies will come from Emergency Management. Reuben has no problem encumbering the funds but if the revolving fund passes that is being worked on he voiced that the 43K would be returned to the general fund. The quote for a new boat was \$58,700. Reuben asked Ryan if he votes to encumber the 43K and the revolving fund passes as written then the money will be taken from the revolving fund and the general fund be reimbursed; does he have an issue with this. Ryan responded, "I have no problem with that". The revolving fund is the police detail account. This fund would be built back up in about a year depending on the amount of details performed.

New Business
Encumbrances

2018 Encumbers

<u>DEPARTMENT</u>	<u>CONTRACTOR</u>	<u>SERVICES</u>	<u>ENCUMBERED</u>	<u>AMOUNT</u>
<u>2017</u>			<u>LINE ITEM 2018</u>	
<u>General Govt.</u>	<u>Elizabeth Dionne</u>	<u>Pay Increase per Contract</u>		<u>\$ 1,440.00</u>
<u>BI/Co</u>	<u>Ziebart</u>	<u>Undercoating of new vehicle</u>		<u>\$ 499.00</u>
<u>Assessing</u>	<u>Ziebart</u>	<u>Undercoating of new vehicle</u>		<u>\$ 499.00</u>
<u>Grounds & Building</u>	<u>Urban Tree Service</u>	<u>Cutting & Removing two trees</u>		<u>\$ 2,900.00</u>
<u>Cemetary</u>	<u>John Deere Tractor</u>	<u>John Deere Tractor</u>		<u>\$ 3,576.24</u>
<u>Police</u>	<u>Eastern Boats</u>	<u>Hull replacement and new motor for boat</u>		<u>\$ 43,098.00</u>
<u>Police & Emerg. Man</u>	<u>Various Vendors- refer to contract</u>	<u>Trailer, barricade and Emerg. Equip.</u>		<u>\$ 24,999.00</u>
<u>Highway</u>	<u>Bodycovers</u>	<u>3 Jackets and 5 shirts</u>		<u>\$ 307.00</u>

<u>Highway</u>	<u>Greg Brooks</u>	<u>New lights outside of Town Shed</u>		<u>\$ 1,485.00</u>
<u>Hwy Block Grant</u>	<u>??</u>	<u>Road Reconstruction</u>		<u>\$165,571.33</u>
				<u>\$244,374.57</u>
<u>1-4821-102</u>	<u>Forwarding Special Article</u>	<u>Historic Gazebo</u>		<u>\$ 3,116.40</u>
<u>1-4821-103</u>	<u>Forwarding Special Article</u>	<u>A/B Parking/Sidewalks</u>		<u>\$ 1,128.41</u>
<u>1-4821-103</u>	<u>Forwarding Special Article</u>	<u>A/B Restrooms Upgrade</u>		<u>\$ 25,762.37</u>
				<u>\$ 30,007.18</u>
		<u>Total</u>		<u>\$274,381.75</u>

General Government

Reuben Wentworth made a motion to approve the General Government encumbrance in the amount of \$1,440.00 and Virgil MacDonald seconded with all in favor of the motion.

Building/Assessment Vehicles

Reuben Wentworth questioned if the Highway Department was doing fluid films for the vehicles. Liz Dionne responded that it is done through someone in Moultonborough. Reuben was surprised that a local company was not getting the work. John Dever approached the Board stating that there is no local company that does this type of rustproofing which is a one-time application, no touch up down the line. This is \$500.00 per vehicle and will be from the 2017 bottom line budget.

Virgil MacDonald made a motion to approve the Ziebert Undercoating for both the Assessing and Code Enforcement vehicles in the amount of \$499.00 per vehicle and John Markland seconded with all in favor of the motion.

Grounds and Building Tree Service

Liz Dionne noted that this tree removal is in addition to the trees that were previously removed and that there are several other trees that were not looking good, our insurance company was in agreement with this need as well as the tree company. Reuben Wentworth questioned how many trips would be necessary to haul the logs away. Liz did not have a

definitive answer and voiced she would have to assume so as Kellie is looking to encumber the \$2,900.00. If one of our vehicles did the work we would save \$300.00.

Reuben Wentworth made a motion to approve the Grounds and Buildings encumbrance in the amount of \$2,900.00 for tree cutting and removal and John Markland seconded with all in favor of the motion.

Cemetery John Deere Tractor

Reuben Wentworth inquired if this would be for a new tractor? Liz Dionne believed that it was for a new tractor. Reuben further voiced concerns and whether this was for a commercial mower opposed to a residential mower considering the amount of use it gets; residential potentially will not hold up. Liz did not have all of the particulars for this matter. This was within the 2017 budget.

Reuben Wentworth made a motion to approve the \$3,576.24 to be encumbered for the Cemetery Department and that it be brought back to the Board before any mower is purchased bringing more information for further discussion and Virgil MacDonald seconded with all in favor of the motion.

Police Boat Hull Replacement

Reuben Wentworth made a motion to approve the Police Department encumbrance in the amount of \$43,098.00 for hull replacement and new motor for the Police Department boat pending approval of the special warrant article for the revolving fund passing with the money to be taken from the revolving fund account and this money being returned to the general fund and Phil Wittmann seconded.

Further discussion: John Markland questioned what if the warrant article fails what happens? The \$43,098.00 would be available to fix the hull of the boat to put it back into service. Liz Dionne noted that there is a 10K shortage and the need to take it from surplus. Ryan Heath approached the Board to clarify. There is some grant reimbursement money to offset this with 10K in his grant line and 25K requested from Emergency Management, there is 6K in Emergency Management allocated from the Operating budget he will be short roughly 10K airing on the side of caution. Reuben feels that between all the departments within the town that 10K could be found somewhere. Liz stated definitely out of surplus.

Reuben's voiced his motion on the table stands.

Liz stated that if this was going to be taken out of surplus then you would need to formalize that tonight with the year end fast approaching. Reuben does not want to take it out of surplus, he would like to see it come from various department budgets. The Police Department would show an over expenditure of 10K but it will be made up from other departments. Ryan Heath asked for clarification for his understanding: if it is approved as presented does it mean that the work may begin through the winter or waiting until after March to see what transpires. The work can begin now. Reuben asked Ryan about the

estimated 33K that he will have left in his budget versus 43K with the shortage of 10K. Ryan responded “yes”.

Reuben made a motion to go with surplus after we get through this. John Markland asked if the Police budget would be in the red in 2018, the answer was “no”. Reuben stated he will make another motion to ask for 10K out of the surplus to go along with the 33K. Liz Dionne voiced it would be cleaner this way. If the special warrant article passes at town meeting the 43K can be re-disbursed to the general fund.

The motion on the table was called with 3 approved, 1 opposed, John Markland.

Police Department Trailer, Barricade and Emergency Equipment

This money is in the current budget. Reuben Wentworth would like to see this equipment be available for public displaying and awareness at events such as Touch a Truck. Ryan was receptive to this with a big component being Emergency Management and Preparedness; it is the preparedness component where it will be lettered and detailed to make the public aware, possibly in parades for exposure showing that we are prepared and ready in the event of an emergency.

Reuben Wentworth made a motion to approve the Police/Emergency Management encumbrance in the amount of \$24,999.00 for trailer, barricade and emergency equipment and Phil Wittmann seconded. The vote was 3 approved, 1 opposed, John Markland.

Highway Department, Bodycovers

This is for 3 jackets and 5 shirts. Reuben believed this was due to the new hires. Liz Dionne confirmed that this was the case. In addition, Reuben questioned if they would get new uniforms the first of the year. Liz believes they get 2/3 years out of the jackets. Virgil MacDonald questioned the uniform line in his budget. Liz stated that this needs to come from his current budget line item for 2017 to be set aside and should come from this year’s budget.

Virgil MacDonald made a motion to approve the Highway Department encumbrance in the amount of \$307.00 for 3 jackets and 5 shirts for the new hires and Reuben Wentworth seconded with all in favor of the motion.

3 New Lights outside Town Shed

Reuben Wentworth asked Liz Dionne if this was in his current budget for this year. Liz stated that it would have to be if he is encumbering it however, she did not know if they were actually part of his budget or if he had money left over in his budget and had a need for the lights. Apparently, his workers have had a need to hold flashlights while they are putting the plows on the vehicles so there is a need for these to be installed for safety reasons.

Reuben Wentworth made a motion to approve the Highway Department encumbrance in the amount of \$1,485.00 for new lights outside the town shed and Phil Wittmann seconded with all in favor of the motion.

Highway Block Grant Road Reconstruction

Liz Dionne spoke on behalf of the funds for this matter. Even though the funds were given to the Town by the State and accepted by the Board; it doesn't expire until December, 2018 the Auditors have advised the Finance Manager that the funds should be encumbered.

Virgil MacDonald voiced that the Board should seriously think about using part of the money to put the sidewalks out to bid in order to fix the sidewalks in the Bay while we have the money and that this should be done as soon as possible so that they are done before Memorial Day. Reuben Wentworth feels that the Board needs to sit down, discuss this and has no problem with doing so. Virgil noted that we never get this done soon enough to get on the schedule in a timely manner. In addition, the parking lot needs to be addressed. Liz Dionne stated that she will get Ken scheduled for a future meeting to speak to the Board regarding the funds in order to finalize this.

Reuben Wentworth made a motion to approve the Highway Department encumbrance in the amount of \$165,571.33 for road reconstruction from the Highway Block Grant and Virgil MacDonald seconded with all in favor of the motion.

Special Articles

Liz Dionne noted that the Special Articles are for informational purposes only and do not need to be encumbered.

Reuben asked about the monies left in the highway road reconstruction fund. Liz Dionne believed it to be roughly 200K, which was relayed to the Budget Committee last week. Reuben would like to see a breakdown of the money spent this year from the fund.

Town Report Cover

Several covers were presented to the Board for review. Reuben mentioned the photo from years ago and would like to know what year the picture was taken, put it on the picture then take a picture/photo of what it is today for comparison. Mary Jarvis was consulted however; she did not think that this would be possible. In addition, Reuben was surprised that nothing was presented regarding the new historical gazebo. A decision does not need to be made tonight, this can be re-visited and options will be provided in the Selectmen's folder for a consensus.

Selectmen Committee Reports

Phil Wittmann met with the Parks and Recreation Committee on December 5th. We talked about the kiosks along the trail with maps to be potentially placed in the springtime. Some members went over to Wolfeboro and to other towns to see their kiosks. The subject of the bandstands came up again for discussion with Phil voicing he would really like to see the water bandstand preserved as much as possible; he told the Committee he would make mention to the Board of Selectmen not wanting it to go by the wayside. To quote Steve Parker "it is a treasure" and we should really hang on to it. It appears that there is money to

take care of it according to Mr. Downing's calculations, check into it with the Board making a decision of what we want to do with it; Phil is in favor of doing that. In addition, the Committee talked about getting involved in the opioid crisis and it was a decision made that Parks and Recreation should be a part of that effort. Virgil MacDonald mentioned that UNH has a free mobile app that shows the trails; Phil will pass along the information to the Committee, Russ Wilder can provide further information. Reuben Wentworth mentioned a trail off Chestnut Cove that someone had inquired about and thought that Alton trail maps could be distributed to businesses and donation buckets could be placed with the maps with the money going into the revolving fund for more programs or something to that nature or to help pay for future maps.

John Markland asked the members of the Board if there was any hardship to possibly changing the 2018 Board meetings to Wednesday nights. Reuben Wentworth felt that all members should be involved with the decision in order to give Cydney an opportunity to be included in the decision. John noted he has been offered an opportunity, which would require him to work on Monday nights.

Reuben Wentworth met last week with the Budget Committee who went through the Warrant Articles in record time.

Virgil MacDonald had nothing to report.

Town Administrator Report by Elizabeth Dionne

West Alton Community Center

Liz Dionne would like to schedule a site walk in April with the Board of Selectmen, Kellie Troendle and John Dever to look at the West Alton Community Center.

Watershed Plan; New Durham

Liz Dionne informed the Board that the money from New Durham is definitely coming out of an existing Capital Reserve Fund so it will not be in their proposed budget. This will mean we will need to slightly change the wording of our Warrant Article.

HB92; Building Codes

John Dever, Code Enforcement Officer was present to speak on behalf of House Bill 92 which was proposed to update the present building codes from the 2009 edition to the 2015 codes. The building codes are updated on a three (3) year cycle with the 2009 codes not fully adopted until 2012. The updates went to a sub-committee then passed it back to the main committee with their recommendation then they in turn sent it back to the house floor as inexpedient to legislate. There are some discussions and disagreements primarily with the NH Home Builders Association. There is a provision in the 2015 code to protect I-joists from underneath floor systems. The reason this requirement has been added is for protection for fire safety. The most common areas of issue are in the basement. The Home Builders Association feels that it is an expensive requirement. Currently the requirement is to put up

½-inch sheetrock. There would be different options available to slow down fire. This has been going back and forth amongst those involved. John reiterated, we need to stay current with the building codes. There are some very positive changes/revisions with the 2009 and 2015 codes, relaxing some restrictions in an effort to work towards the tiny houses. The energy code was discussed noting a requirement of the 2015 code, which is expensive. Maine has adopted the 2015 building codes but kept the 2009 energy code; it works. By not staying current with codes it effects insurance ratings and FEMA funding is effected if you are not within 2 code cycles. We are currently working with 2009 code and are two (2) code cycles out. John urged the Board to speak with the representatives for support for modern building codes. John will speak with Representative Ray Howard. The side effects will become very expensive for the town, state and individuals. John Markland asked if he was asking the Board to contact the Representatives or to write a letter of support. He would like for the Board to do both. John Dever is hoping to have a template, which is being drafted and reviewed by the Mayor of Nashua. This will be back on the floor in January.

Liz Dionne attended a monthly Lakes Region Municipal Meeting last week. The guest speaker was Mr. McKinney, Vice President of the NH Building Officials Association. Liz's concern is the 2009, 2012 and 2015 codes and if the 2015 codes are not passed in the State then this will affect any grants with FEMA, Emergency Operations Plan, Hazardous Mitigation and also the reimbursement when there is a severe storm that has been declared for any reimbursements of certain funds. We were informed that the State Fire Marshal is in support of HB92 as well as the Fire Chief's Association and the Fire Prevention Society. A list of affected items was provided to the Board if this does not pass. The speaker encouraged the managers in attendance to encourage their governing bodies to send letter a to their state representatives for passage.

Reuben Wentworth suggested that a draft letter be drawn up for support and Virgil MacDonald seconded. Liz will get the template from John Dever and personalize it to Alton. Fire Chief Ryan Ridley is in support of this.

At this time, John Dever thanked the Board on behalf of himself and the Assessing Department for the new trucks.

Phil Wittmann noted he will speak to Ray Howard in regards to the matter.

The vote on the table was called with all in favor of the motion.

Approval of Minutes:

John Markland made a motion to approve the minutes of Public Session, December 4, 2017 and Virgil MacDonald seconded. The vote was 3 approved, 1 abstention, Reuben Wentworth.

John Markland made a motion to approve the minutes of Non-Public Session, December 4, 2017 and Phil Wittmann seconded. (these were not sealed). The vote was 3 approved, 1 abstention, Reuben Wentworth.

Approval of Consent Agenda

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

1. 2017 Administrative Abatements

Kuhn Michael	1439 Wolfeboro Hwy #591	Map 19 Lot 8-2-59	\$111.00
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2. 2017 Supplemental Warrant

Webster Justin & Darlene	24 Sleeper Island	Map 73 Lot 21	See Warrant
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Approval - Fire Department; Promotion, EMT to EMT with Firefighter I; Esther DiCarlo, \$14.25 per hour.

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

None

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

None

Non-Public Session:

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

Roll call vote:

Reuben Wentworth, yes
Philip V. Wittmann, yes
John Markland, yes
Virgil MacDonald, yes

Adjournment

The meeting adjourned at 7:00 PM.

Respectfully submitted,
Mary K. Jarvis
Mary K. Jarvis
Recording Secretary