

ALTON BOARD OF SELECTMEN
Meeting Minutes
December 19, 2016
6:00 PM
1 Monument Square
Alton, NH 03809

Approved: January 4, 2017

Lou LaCourse 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 members and staff were present:

Cydney Johnson, Chairwoman ~ excused absence
Lou LaCourse, Vice Chairman
Philip V. Wittmann, Selectman
Virgil MacDonald, Selectman
John Markland, Selectman
Elizabeth Dionne, Town Administrator

Non-Public Session:

Lou LaCourse made a motion to enter into non-public session pursuant to RSA 91-A:3, II (c) and Virgil MacDonald seconded. The Board was polled in the affirmative with all in favor of the motion.

The Board vacated the room for the convenience of the audience in attendance at 6:02 PM and returned at 6:09 PM.

John Markland made a motion to exit Non-Public Session and return to Public Session and Virgil MacDonald seconded with all in favor of the motion.

Approval of the Agenda

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

Announcements: Town Offices will be closing at Noon on Friday, December 23rd and all day Monday, December 26th in celebration of Christmas. The offices will be closed on Monday, January 2nd for New Year's Day. The BOS meeting will be rescheduled to Wednesday, January 4th at 6:00 PM.

Lou LaCourse announced that the Board of Health has been cancelled.

Appointments: Joan Blackwood, Alton Garden Club; Proposed Landscaping at Monument Square

Joan Blackwood introduced her Co-President, Peggy Racine. The Garden Club is proposing to do a colorful landscaping project in Town at Monument Square. Currently there is grass in that area which has been irrigated this would allow the possibility of putting in both annuals and perennials with walkways into it instead of the grass. A honey comb grid pattern with pebbled stone and flagstone could be used. There are two (2) different options that the Board were provided. We help out with the corner at the Museum and would like to provide more color there and at Ginny Douglas Park with the leftover money from the Bay project. Ms. Blackwood is requesting the Board to allow the Garden Club to work with the Parks and Recreation Department on the proposed Monument Square project. Joan stated that they have met with Parks and Recreation Department already and they have voiced that the least amount of work they have to do the better; if we can make the area “grass free” this will be one place they won’t need to worry about. The Garden Club will take care of the weeding. The perennials will need to be salt tolerant. The Club may want to remove a sign that is located there and replace it with some sort of plaque for the announcement of Monument Square. They are also looking for permission to remove the hydrangea and use it elsewhere as it hides all of the monuments. The project is planned for this summer. A decision does not need to be made tonight for obvious reasons.

Lou LaCourse voiced that the Board will absorb the proposal, speak with the Parks and Recreation Department and get back to Ms. Blackwood.

BOARD OF HEALTH

This was cancelled for tonight’s meeting.

Vote to Recess as the Board of Selectmen and to convene as Board of Health

- Septic Waiver Request, Map 34 Lot 35-2; Shibley’s Ice Cream Stand

Vote to adjourn as Board of Health, and to Re-Convene as Board of Selectmen

Public Input I (limited to 3 minutes per person; subject matter - agenda items only)

Jeffrey Clay approached the Board with several items of concern. He then thanked the two (2) members of the Board for wearing collared shirts however he still feels that other attire is inappropriate. The next item is the voting location he feels that both the Church and the Pearson Center are totally inappropriate and voiced this issue needs to be addressed sooner rather than later. He encourages the Board to put the voting back at the school as it is a community accessible location. He also wants to know the many reasons for not using the school as previously stated by Cydney Johnson for voting and those reasons need to be valid or governed by State law. He felt that using the Pearson Road Center was in violation of the law with no 10’ corridor for the voters walking into the center, it should be roped off with no one allowed in that area. There should be no wares being sold; it is inappropriate.

New Business:

Cemetery Expendable Trust Fund - Approval of Survey Expense

Lou LaCourse explained that the Town has an Expendable Trust Fund for the Cemeteries. The Cemetery Trustees use to be the agents to expend. With the dissolution of the Cemetery Trustees, the Selectmen are now the agents to expend out of that Trust Fund. The purpose of the Expendable Trust Fund is for maintenance, expansion, upkeep, improvements for the Town Cemeteries. The fund currently has between \$100,000 - \$200,000 in it. Only the interest may be used for expenses. A property survey was recently done at a cost of \$2,500.00. The request is to have the \$2,500.00 come out of the Expendable Trust Fund rather than directly out of the Cemetery Budget.

John Markland made a motion to approve the survey expense of \$2,500.00 to be paid out of the Expendable Trust Fund and Virgil MacDonald seconded with all in favor of the motion.

Involuntary Lot Merger; Rick Sandhage

Virgil MacDonald spoke on behalf of the property owner for a property located on Dan Kelley Drive. Years ago the three (3) lots were merged, Virgil has gone through the files with the Town Planner and the Town Assessor and has not been able to find anything. Lou LaCourse questioned if the parcels will meet the current regulations for parcels. John Markland questioned if this was similar to another involuntary merger that was previously presented to the Board; the answer was "yes". There was some confusion on the map and the lot numbers and it appears the map was not accurate or correct. To avoid confusion on this item it was the consensus of the Board to reschedule this item until the following Board meeting on January 4th due to having the wrong map.

Town Report; Cover

The Board reviewed the possible report covers that were provided to them. The differences were discussed. It was mentioned that the Bandstand has been discussed this year at length.

Lou LaCourse made a motion to choose the Water Bandstand Report Cover and Virgil MacDonald seconded. The vote was 4 approved, 1 opposed, John Markland.

2017 Encumbrances

Kellie Troendle, Parks and Recreation Director approached the Board to answer questions on these encumbrances.

Parks and Recreation; Stoney Ridge Environmental, Permitting and Survey Costs; \$4,900.00

The permitting costs for the new wall which includes the survey is \$4,500.00, this does not include the DES impact fees which will be approximately \$400.00. This has been done through Cindy Balcius who is contracted by the Town for this type of work.

Parks and Recreation; Prospect Mountain Survey Services for Halfmoon Lake Access, Parks and Recreation Building and Riley Road Lake Access for \$1,600.00

This is for survey costs which are being done to identify the town owned property boundaries. There is confusion as to what the Town owns so the information is needed in order to maintain them.

Ryan Heath, Police Chief approached the Board to answer questions on these encumbrances.

Police Department; Alton Motorsports, Trailer Equipment for \$3,002.00 from Emergency Management

The trailer and the equipment is to be done through Emergency Management. Currently the equipment is strewn throughout different town locations. This would be better in the event of an emergency, in order to open the shelters in a timely manner and get it outfitted. Currently nothing is consolidated. Emergency Management offers a 50% matching grant. The \$3,002.00 would be merged with the 2017 funds which along with the grant would bring it to roughly 12K. This is an enclosed trailer that would house all the Emergency Management equipment to be readily transported to the specific shelter locations.

Police Department; J Myers Builders Inc., Repair Roof & Remove Skylights at the Police Station 25K

The only roofing that was done was on the addition on the back side of the roof, nothing was done on the original building which dates back to the 1980's. Additional information was provided to the Board. The Chief is trying to join the projects together in order to potentially qualify for a grant. The energy efficiency audit was done by J Meyers Builders. This all began with an insurance claim that was submitted for the leaking skylights. The leaking is the first and primary issue; these skylights have been fixed in the past and it just doesn't work, they are older, don't have the proper flashing/flanges and are no longer available. The sheetrock is damaged and there is no insulation in the walls. By doing this energy audit and bringing the numbers forward it qualifies us for an energy efficient grant through the NH Coop, they will pay up to 35%. An email was provided from NH Coop which shows we would qualify for approximately a \$6,300.00 in costs. This is a two (2) part process; J Meyers' numbers are to insulate the entire building and address every problem/issue that they found outlined in their audit. They will take out the wells, remove the skylights replace with a flat ceiling so there will be no more heat loss and no more leaking also they will sheath the roofing use ice and water shield; this does not include the shingles so the 25K was seriously underestimated. Pricing was obtained for a metal roof on the entire building with a 40/50-year life span. The best pricing was from Total Concepts in the amount of \$37,600.00. In order to do all of the

work the Police Department would need to encumber \$48,235.00; this includes the Coop taking the 35% out of the removal of the skylights, they will only cover 35% of the energy efficient issues and none of the roof costs. It is Chief Heath's belief that a metal roof would be the best value. There are ice dam issues where there is heat loss. The other option would be to shingle over the skylight areas however this might lead to other problems down the line. We need to do something to protect the electronics in the building. As of yet, there is no indication of surface mold or black mold. There are two (2) options with Total Concepts "A" total \$37,600 "B" total \$45,300 due to a difference in products. This does not include the stripping/disposal amount at \$8600 or the cupola amount of \$560. They can go over up to two (2) layers of shingles and it is his belief that there are no more than that on the current roof. There are five skylights and they are all leaking running the whole length of the building. There is also leakage where the old building meets the new addition. Ryan Heath recommends option "A" on the quote from Total Concepts; not seeing much of a difference in the options. This would need to be put out to bid. Ryan Ridley requested approaching the Board and spoke in regards to the fasteners; he recommends the standard seam which has no fasteners. Ryan Heath obtained another quote from Advanced Metal Roofing which was in the amount of \$69,593 for the standard seam. This change would alter the total amount of the encumbrance list. The amount including the cupola would be \$48,235 however if we go without the exposed screws it would be \$7,800 more. The skylights are still leaking during driving rains. Liz Dionne stated that the total amount for all encumbrances would be \$65,537. Currently there is no money in the Police building fund; it was all used during the remodel with nothing more having been put back in that fund. Once the five (5) skylights are removed the roof will be left with sheathing and ice and water shield so all of those areas will need to be roofed therefore it was decided to make a proposal to the Board to either patch and match the current shingles or cover the whole roof with a metal roof. There are no immediate plans to do anything further with the building so it seems to be a good option. This would be just an approval of an encumbrance; it doesn't say we have to actually do the roof with metal. No quotes have been obtained as of yet to match the existing roof. The original insurance claim only went in a few weeks ago; we have not heard back from them either on what amount they will be covering or not covering.

John Markland made a motion to encumber \$66K for all four (4) listed encumbrances and Virgil MacDonald seconded with all in favor of the motion.

Liquor Commission Letter; Combination Beer/Wine/Tobacco License Approval, DG Retail dba Dollar General Store

John Markland made a motion to approve the request for a Combination Beverage/Wine/Tobacco Liquor License for DG Retail LLC dba Dollar General Store and Virgil MacDonald seconded with all in favor of the motion.

Old Business:

Approval of Warrant Article; Operating Budget

John Markland made a motion to approve Warrant Article 34 as written in the amount of Seven Million One Hundred Thirty-One Thousand Nine Hundred Fifty-Nine dollars (\$7,131,959.00) and Virgil MacDonald seconded with all in favor of the motion.

Discussion; Add Alternates to the Parks and Recreation Commission

Phil Wittmann stated that the idea would be to have possibly two (2) alternates and that they should probably attend all meetings to keep up to speed. There are currently five (5) members so they would need three (3) for a quorum.

It was the consensus of the Board to have Liz Dionne draft up the wording for the Bylaws adding the alternate(s) then bring it back to the Board for approval.

Fire Department 2016 Encumbrance Request; Lucas CPR

Ryan Ridley stated that this encumbrance is from 2014 and needs to be used by the end of the year or it goes back to the Ambulance Revenue Account. This is for extra batteries, another power cord, another charger and the actual cups that come in contact with the patient. These items are for the original Lucas CPR device which was donated by Lakes Region General Hospital.

Virgil MacDonald made a motion to allow the Fire Department to use the \$4,930.75 from budget line 5-9000-201 for the Lucas Equipment for the Ambulance and John Markland seconded with all in favor of the motion.

Discussion; Fire Department Warrant Article SCBA (Self Contained Breathing Apparatus)

Ryan Ridley explained that after meeting with the Budget Committee this Warrant Article was originally presented as a lease/purchase then once presented to the Board of Selectmen it was the desire of the Board to lease half and purchase half from the Capital Reserve however the Budget Committee felt it would be more prudent to purchase all of them outright. The focus of this Article is for fifteen (15) sets at \$115,911. The Budget Committee was confused because the first payment was for \$86,400 and they felt that it didn't make sense to lease the remainder. The Budget Committee's denial was in hopes that the Board of Selectmen would reconsider the wording of the Article and change it from a lease/purchase to a straight payment. Ryan Ridley clarified that the \$86,400 is what was in the budget originally for the lease/purchase. He further clarified to purchase fifteen sets is \$127,122. The original price the vendor gave us did not include the free cylinders. This would need to go back to the Budget Committee for approval and they are not meeting until January 11th; they will be voting on a school item for PMHS prior to the Public Hearing. The Budget Committee is supportive of the gear they just don't approve of the method of going about it. Ryan Ridley stated that in the first year the down payment is \$12,712 for 15 sets then the first year payment on a five-year lease would be \$24,904 so it would be \$37,615.54. The grant was applied for but we don't have an answer yet so in the long run this may be a moot point. At the end of 2017 our gear is not certifiable any longer. Ryan Ridley's thought is whatever way we proceed with this, we need to put monies aside yearly. The actual total is \$127,122 with a

first year payment of \$37,616. Liz Dionne stated that we will make this work with the Budget Committee; she will speak with the Chair.

John Markland made a motion to accept Warrant Article 39 as amended as follows: *To see if the Town will authorize the Selectmen to enter into a five-year lease/purchase agreement in the amount of One Hundred Twenty-Seven Thousand, One Hundred Twenty-Two Dollars (\$127,122) for the purpose of fifteen sets of SCBA (Self Contained Breathing Apparatus) units which include face pieces, spare cylinders, and two RIT (Rapid Intervention Team) packs and appropriate the sum of Thirty-Seven Thousand Six Hundred, Sixteen Dollars (\$37,616) for the first year's payment for that purpose. This lease agreement contains an escape clause and* Virgil MacDonald seconded with all in favor of the motion.

Town Administrator's Report and Updates

Liz Dionne brought forth an amended offer from John Dever to purchase surplus items located in the basement of Town Hall in the amount of \$50.00.

John Markland made a motion to approve the purchase of surplus items in the letter dated December 8, 2016 from John Dever in the amount of \$50.00 and Lou LaCourse seconded with all in favor of the motion.

Selectmen's Committee Report

John Markland reported he had met with the Budget Committee; the members approved the Selectmen's proposal of the town budget. They did not cut anything in either the town or the school budgets.

Approval of Selectmen's Minutes:

Virgil MacDonald made a motion to accept the minutes of Public Session I, December 5, 2016 as written and Lou LaCourse seconded. The vote was 3 approved, 1 abstention, John Markland.

Lou LaCourse made a motion to accept the minutes of Non Public Session, December 5, 2016 as written and Phil Wittmann seconded. The vote was 3 approved, 1 abstention, John Markland.

Lou LaCourse made a motion to accept the minutes of Public Session II, December 5, 2016 as written and Virgil MacDonald seconded. The vote was 3 approved, 1 abstention, John Markland.

Approval of Consent Agenda

John Markland made a motion to accept the Consent Agenda and Virgil MacDonald seconded with all in favor of the motion.

1. 2016 Elderly Exemption \$60,000 (assessed value)

Guyer E & Mulcahy Roberta	6 Lot Line Road	Map 5 Lot 67	\$60,000
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2. 2016 100% Veteran's Credit \$1,400.00

Gilligan Natalie & John	871 Stockbridge Corner	Map 6 Lot 43-2	1,400.00
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3. 2016 Veteran's Tax Credit

Apholt Paul	94 Minge Cove Rd	Map 60 Lot 32	\$500.00
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4. 2016 Veteran's Tax Credit Denial

Jacques Robert E	122 Letter S Road	Map 31 Lot 13	-0-
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5. 2016 Abatements \$944.00

Blackey Fam Cott Trust	27 Lamprey Rd	Map 61-9	\$584.00
Pappa Bart	50 Eagles Way	Map 6 Lot 1-22	\$156.00
Quann Patrick & Lauren	4 Swan Lake Trail	Map 11 Lot 28	\$204.00

6. 2016 Application for Current Use-needs original signatures

Rollins Steven P	Off Mt Major Hwy	Map 17 Lot 2	
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7. 2016 Land Use Change Tax needs original signatures

Shea Richard	Roberts Cove Road	Map 19 Lot 4	\$8,000
Shea Richard	Roberts Cove Road	Map 19 Lot 4-1	\$9,000

8. 2016-17 Timber Tax Warrant \$52.09

Trombley Michael	Alton Mountain Rd	Map 11-12-8	\$52.09
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9. Administrative Abatements \$11,977.64

Town of Alton	4 Ledge Hill Road	Map 48 Lot 44	\$4,802.03
Town of Alton	21 Torelli Terrace	Map 33 Lot 26-B	\$2,192.22
Town of Alton	185 Alton Shores Rd	Map 71 Lot 62	\$3,811.11
Town of Alton	Alton Shores Road	Map 71 Lot 63	\$1,172.28

Public Input II (limited to 5 minutes per person; subject matter ~ any Governmental/Town Business)

Jeffrey Clay voiced that he has gone over this in the past; all parts of meetings need to be audible. He also paid a compliment to Selectman MacDonald of which he stated he is the only one who has the courtesy to look at me and not duck his head like the rest of the Board does or walk out in a temper tantrum; he appreciates that, part of a Selectmen's job is to take the criticism and hopefully learn from it and most of the Board doesn't want to learn from it as you do the same thing over and over again. His biggest complaint is Non-Public Sessions and feels that there has been no improvement to them. You do things when it doesn't specifically meet the criteria of the intent of the law. You have been called on it many times and you don't learn and you don't correct it. He stressed to the Board to stop abusing the Non-Public Session. He referred to the Board communicating after the meetings and he knows that some of the Board members communicate with the Town Administrator whether it is by phone or walking in the office to discuss town matters stating you cannot do that, not as a Selectman, you have no more rights to communicate than I do, to change or alter anything. Mr. Clay read an excerpt from the RTK law. He also encouraged the Board to approve the Ambulance services with New Durham.

Lou LaCourse made a motion to deny the tax interest abatement request for Map 50 Lot 34 and Lot 39 and Virgil MacDonald seconded with all in favor of the motion.

Adjournment

John Markland made a motion to adjourn and Lou LaCourse seconded with all in favor of the motion.

The meeting adjourned at 7:40 PM.

Respectfully submitted,

Mary K. Jarvis

Mary K. Jarvis
Recording Secretary

