

ALTON BOARD OF SELECTMEN
Meeting Minutes
January 4, 2016
6:02 PM
1 Monument Square
Alton, NH 03809

Approved: January 18, 2016

Cydney Johnson convened the meeting at 6:02 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
Lou LaCourse, Vice Chairman
Philip V. Wittmann, Selectman
Virgil MacDonald, Selectman
Marc DeCoff, Selectman
E. Russell Bailey, Town Administrator

Approval of the Agenda

E. Russell Bailey requested adding under New Business #3; Annual Appointment of the Deputy Fire Wardens and Virgil MacDonald requested adding under New Business #4 Twombly Farm and #5 Cemetery.

Lou LaCourse made a motion to approve the agenda as amended and Virgil MacDonald seconded with all in favor of the motion.

Public Hearing

TDS (Union Telephone) Franchise Agreement

The Public Hearing was opened; Chairwoman Cydney Johnson announced that late this afternoon the Board received an email from the Attorneys from MetroCast raising twelve (12) issues of concern that they feel that the two franchise agreements are not comparable; it is highly unlikely that there will be resolution tonight therefore we will most likely not be voting to finalize the contract tonight but we will continue with the Public Hearing. At this time the TDS Representatives were invited to give an overview of their services.

Scott Brooks spoke on behalf of TDS noting that Alton would be the 20th community offered their services through a cable franchise agreement. TDS will be offering a fiber in the home product for cable television to the residents, covering roughly 90% with the build out in the community and will be continuing to offer broadband and phone services. Handouts of costs were made available. There are three (3) tiers of service for cable television: basic, extended and basic plus and three (3) broadband packages; 100 meg, 300 meg and 1 gig as well as phone and long distance.

At this time the public was invited to ask questions.

Raymond Howard posed a question to TDS pertaining to the phone lines which actually had nothing to do with the Franchise Agreement. There is a new program for low income customers listed on the current phone bill which will be reducing their billing by \$9.25, if they qualify; will this program have any effect or increases to current customers? According to Scott Brooks there will be no additional costs to customers.

The Public Hearing was closed.

At this time Attorney Kate Miller representing the Town in regards to the negotiations of the Cable Franchise Agreement was asked to address the Board. The agreement has been negotiated between the Town and TDS with quite a few of the details having been worked out; there are still a few open questions. There was an email received from the MetroCast attorneys, New Hampshire laws require that the franchise agreement needs to be comparable to the current agreement with MetroCast therefore this has raised concerns and a few open issues as well as possibly adding the municipal and school facilities to the fiber network. The requirement for complying with holding the Public Hearing has been resolved. Attorney Miller stated that it might make sense to deliberate, keep working on it and get things right.

Cydney Johnson made a motion to table the vote on the Cable Franchise Agreement until the next meeting to give them time to work out the issues and Marc DeCoff seconded with all in favor of the motion.

Cydney Johnson made a motion to enter into Non Public Session pursuant to RSA 91A:3 II (e) claims/litigation and Marc DeCoff seconded. The Board was polled in the affirmative with all in favor of the motion.

At 6:31 PM Public Session I was re-convened.

Appointments:

None

Announcements:

- The Deliberative Session is scheduled for February 3rd at PMHS Auditorium at 7:00 PM.
- The Presidential Primary is scheduled for February 9th at PMHS from 7:00 AM to 7:00 PM.

Selectmen's Committee Report

None

Town Administrator's Report and Updates

Town Planner/Secretary Update

Today is the Planner's last regular work day; he will be available to assist with the transition to the new planner who is beginning on January 18th. He and the new Planner are currently downstairs interviewing for the new planning secretary who is also leaving. If all goes well then we are hopeful that position will be covered. A tentative schedule for Ken McWilliams' was provided to the Board for his assistance with the transition.

Hazard Mitigation Plan Update

The Town is working with Lakes Region Planning Commission (LRPC). FEMA requires the plan to be updated every five (5) years, if it is not updated then we do not qualify for FEMA Grants. We have used this type of Grant twice, mainly for box culverts and flooding issues. The process will be started but that process will not be finished. The plan is for Russ to go over this with the new Town Administrator.

Milfoil Bid Approval

The Milfoil Bids have been held off; this will be addressed later in the week. There were actually two (2) bids; one for the chemical treatment then another for the DASH bid. At the original time of review we didn't approve the bid for the Chemical treatment; E. Russell Bailey is requesting approval for Aquatic Control Technology who was the only bidder for the milfoil chemical treatment.

Virgil MacDonald made a motion to accept the bid from Aquatic Control Technology for \$16,935.00 for the Chemical Treatment Milfoil Bid and Lou LaCourse seconded with all in favor of the motion.

DOT Resurfacing

An email was received today; DOT will be resurfacing a section of Route 11 from Butler Drive to Barnes Avenue. They would like to meet with E. Russell Bailey and other staff members to review the crosswalks and accessibility ramps coming off the road and sidewalks. We will be setting up a meeting with DOT.

Public Input I

Raymond Howard approached the Board questioning the new flood plain mapping asking will they be correcting the deficiencies we have now. The flood plain line shows the downtown area under fifteen (15) feet of water and it is not fair to the people. Cydney Johnson stated that it will be brought forward.

Approval of Selectmen's Minutes

December 16, 2015

Marc DeCoff made a motion to approve the minutes of Public Workshop Session I, December 16, 2015 and Virgil MacDonald seconded with all in favor of the motion.

Marc DeCoff made a motion to approve the minutes of Non Public Workshop Session, December 16, 2015 opening #1, 2, 4, 5, 6 and 7 and Lou LaCourse seconded with all in favor of the motion.

Marc DeCoff made a motion to approve the minutes of Public Workshop Session II, December 16, 2015 and Virgil MacDonald seconded with all in favor of the motion.

December 21, 2015

Marc DeCoff made a motion to approve the minutes of Public Session I, December 21, 2015 and Virgil MacDonald seconded with all in favor of the motion.

Marc DeCoff made a motion to approve the minutes of Non Public Session, December 21, 2015 opening #1 and Lou LaCourse seconded with all in favor of the motion.

Marc DeCoff made a motion to approve the minutes of Public Session II, December 21, 2015 and Lou LaCourse seconded with all in favor of the motion.

December 23, 2015

Marc DeCoff made a motion to approve the minutes of Public Workshop Session I, December 23, 2015 and Lou LaCourse seconded with all in favor of the motion.

Marc DeCoff made a motion to approve the minutes of Non Public Workshop Session, December 23, 2015 opening none and Virgil MacDonald seconded with all in favor of the motion.

Marc DeCoff made a motion to approve the minutes of Public Workshop Session II, December 23, 2015 and Virgil MacDonald seconded with all in favor of the motion.

Old Business:

2016 Budget/Warrant Articles & Encumbrances

Warrant Articles

All Warrant Articles are listed with the Selectmen votes of recommending or not recommending the Articles. The Budget Committee will be meeting on Wednesday for their vote on the Articles. Article #20 will be voted on after the Budget Committee

meets and provides their numbers. It's the Budget Committee number that needs to be voted on.

Phil Wittmann made a motion to accept the Warrant Articles as presented and Lou LaCourse seconded.

Marc DeCoff questioned Article #7, the Revolving Trust Fund. Marc inquired about using police details opposed to outside services. E. Russell Bailey stated that it is dependant on the location and the Police Chief could insist by statute if there is a concern of safety however Russ would need to double check on this. Usually the utility companies want to have an officer.

After the discussion: the vote was unanimous to accept the Warrant Articles as presented.

Police Detail Billing Rate Increase

The Police detail rate is not sufficient; previously there has not been an issue with the funds coming in and out. We hadn't raised the Admin costs to compensate for the increased cost in state retirement. Currently we are charging \$48.00 for an officer \$18.00 for the cruiser fee and \$14.42 for the Admin fee for an average cost of \$80.42 an hour. The recommendation due to higher retirement costs needs to be increased. Retirement costs went up 11 to 12% for Police and Fire personnel when the state stopped contributing to the retirement system. Most of the vendors using these services are utility companies which is approximately 95% or more. We are in the average with standard rates. The utility companies are driving the use of the police. The money for the cruiser fee was chosen to try and keep this level funded. It is the decision of the Board to set the rate being charged. There is surplus in the fund with 30% of the officers being part time; they don't pay into NH Retirement. The fee needs to be increased to cover the Admin fees especially for the full time employees in order to cover their costs. If the town people approve the revolving account (which will be better) then it will be used to cover the officer's costs. Everything else stays in that account, by law, unless it goes back to town meeting for an amendment. Virgil MacDonald voiced that the Admin fee should come directly back to the Town. E. Russell Bailey would recommend getting the revolving account set up this year; see how the numbers work; either way it needs to be approved by the people of the town then a change can be made the following year by amending the Warrant Article at Town meeting.

Virgil MacDonald made a motion to accept the total cost of private detail billing with the increases to \$85.78 and Marc DeCoff seconded with all in favor of the motion.

2016 Encumbrances

E. Russell Bailey recommended based on the list of encumbrances that they could be approved and put on hold for future purchases then be brought before the Board for further review/approval and expending. The encumbrances were discussed.

DEPARTMENT 2015	CONTRACTOR	SERVICES	ENCUMBERED LINE ITEM 2016	AMOUNT
IT Tech	Southern NH University	Human Relations Course		\$ 960.00
IT Tech	Southern NH University	Human Relations Course		\$ 1,920.00
Building Dept		Building Code Reference Materials		\$ 1,072.68
Assessing Dept	Formax	lease of a Folding/Stuffing Machine		\$ 3,000.00
Grounds & Building	Donovan Equipment	Vehicle Parts for F250		\$ 3,050.00
Grounds & Building	Wolfeboro Power Equipment	John Deere Snowblower		\$ 560.00
Police Dept	Hillsgrove Heating & Plumbing	Bathroom Improvements		\$ 1,050.00
Police Dept	Score Construction	Handicap Accessible Lobby & Door		\$ 7,140.00
Police Dept	Statewide Wildlife Control	Remove wildlife from attic / eves		\$ 350.00
Police Dept	Neptune Uniforms & Equipment	Highly Visible Polo Shirts		\$ 9,117.15
Fire Dept		Fire Hose	Already Ordered	\$ 3,616.00
Fire Dept		SCBA Face Pieces		\$ 7,200.00
Ambulance		Advanced EMT Course		\$ 700.00
Ambulance		Stryker Power Pro Stretcher	Already Ordered	\$ 8,187.78
Ambulance		Uniform Purchase - Winter Jackets		
				\$ 47,923.61
1-4910-104	Forwarding Encumbrance	ENC - Beach Wall		\$ 1,625.00
1-4910-105	Forwarding Encumbrance	ENC - Dump Trailer		\$ 5,100.00
1-4910-107	Forwarding Encumbrance	ENC - Police Building Improvements		\$ 1,000.00
1-4910-113	Forwarding Encumbrance	ENC - Handicap Access Door - PD		\$ 9,100.00
1-4910-114	Forwarding Encumbrance	ENC - Lucus CPR		\$ 5,000.00
1-4910-115	Forwarding Encumbrance	ENC - Loader Repairs		\$ 9,505.73
1-4910-116	Forwarding Encumbrance	ENC - Handicap Ramp - Gilman Museum		\$ 2,100.00
1-4910-117	Forwarding Encumbrance	ENC - SA 14/23 West Alton Fire Station		\$ 17,001.71
				\$ 50,432.44
1-4817-101		SA 12/15 Old Home Week		\$ 2,005.12
1-4817-102		SA 13/15 bay Sidewalk Repairs		\$ 34,880.77
				\$ 36,885.89

Marc DeCoff made a motion to not approve the folding/stuffing machine for the Tax Collector and Assessing Office and Lou LaCourse seconded with all in favor of the motion.

A hold on the Vehicle parts for the F250 for the Grounds and Buildings. There was a discussion on damages to the vehicles.

A hold on the Bathroom improvements for the Police Department. More information on the handicap accessible lobby and door was requested.

A hold on the highly visible polo shirts for the Police Department.

Virgil MacDonald made a motion to put a hold on the highly visible polo shirts and Phil Wittmann seconded with all in favor of the motion.

Fire and Ambulance items were discussed; the uniform purchase/winter jackets, E. Russell Bailey will need to get more information.

The remaining encumbrances were carried over from last year.

The Beach wall was drastically underestimated and there is a Warrant Article this year; if it is approved it will go out to bid next year.

The Dump Trailer will be used by various departments as seen necessary.

Police Building Improvements and Handicap Access Door for the Police Department; E. Russell Bailey stated that this may be a duplicate and will need to be verified including a breakdown of costs.

Lucas CPR; the Board would like more information from the Fire Department.

Loader repairs for the Highway Department; there is a Capital Reserve for equipment maintenance with the Board's approval we could go into that reserve if the Warrant Article for the proposed lease doesn't pass. Some repairs are being held off at this time.

Lou LaCourse requested information on the Building Code Reference Materials.

Handicap Ramp, Gilman Museum; the entranceway needs to be improved with a cement ramp to the sidewalk.

West Alton Fire Station; is in the process of being addressed with bids and quotes being obtained.

The Bandstand may not be able to be addressed this year due to the lack of ice; the bid was based on the work being done in the winter months. Lou LaCourse inquired if John Dever had talked with E. Russell Bailey in regards to speaking to the Board about the bandstand.

Old Home Week; this is the amount of funding left in their fund.

Bay Sidewalk Repairs have been delayed; the estimate is roughly 55K that is why there is the additional funding request and you can guarantee that you will find something else you haven't planned for in the repairs.

Virgil MacDonald inquired about the repairs to the new Fire Truck? E. Russell Bailey stated that we are waiting to hear back from the insurance company and whether it will be fixed in New Hampshire or in Pennsylvania. Regardless it will be expensive.

At anytime the encumbrances may be cancelled out with the amounts going back into the fund balance.

Marc DeCoff made a motion to encumber the \$132,241.94 along with the items that are on hold and Virgil MacDonald seconded with all in favor of the motion.

New Business:

Highway Safety Grant; DWI Patrols

This is an annual grant in reference to DWI patrols in the amount of \$6,739.20 with an in kind match of \$1,684.80.

Marc DeCoff made a motion to approve the DWI Grant and Virgil MacDonald seconded with all in favor of the motion.

Appraiser Contract; Ralph J. Cutting

This is the annual renewal contract for the lister and measurer for Ralph Cutting that needs approval of the Board and authorizing E. Russell Bailey to sign the contract. DRA has signed off and the rate is the same as it has been in the past and as it was presented in the Budget.

Marc DeCoff made a motion to approve the Professional Services Agreement for Ralph J. Cutting for the period of January 1, 2016 to December 31, 2016 authorizing E. Russell Bailey to sign the contract and Lou LaCourse seconded with all in favor of the motion.

Deputy Fire Warden

At this time E. Russell Bailey requested moving onto the next issue.

Twombly Farm

Virgil MacDonald received a call from Richard Fiore wanting to do something at the Twombly Farm and wanted some input from the Board as it could potentially benefit

the Town. E. Russell Bailey recommends that the Board table any decision until the Board verifies with the Planning Board what if any issues are before them or previously before them.

Cemetery Trustee Issues

Virgil MacDonald questioned putting an ad in the paper to see if there is any interest in people serving on the Cemetery Department as Trustees.

E. Russell Bailey stated that the current Trustees wrote a letter to the Board recommending that the Board discontinue the Trustees and have the Selectmen run the Department. The existing staff will need to pick up the work load. There is a Warrant Article and it will be up to the people of the Town whether the Board runs the Department or it is run by the Trustees. Russ recommends letting this issue go to Town Meeting. If there is a vacancy then someone can be appointed by the Board. There is a computerized system in place for the Cemetery and Sheri has been doing all of the secretarial work. The input needs to be completed to the system, which is set up, but the input needs to be done; both Sheri York and John Bishop will be working on this.

Deputy Fire Wardens

The Deputy Fire Warden one (1) year appointments are done each year and sent to the Fire Marshal's Office.

Marc DeCoff made a motion to approve Alan Barrett, Richard Brown, Steve Dana, Nicholas Kalfas and Evan Turcotte as Deputy Fire Wardens and Cydney Johnson seconded with all in favor of the motion.

Public Input II

Barbara Howard approached the Board inquiring if it was the Town's insurance or the carrier's insurance that was paying for the repair of the Fire Truck? E. Russell Bailey clarified that it is the contractor's insurance that is responsible. Ms. Howard also stated that she personally prefers a flagger opposed to a cruiser for details. She further inquired about wage costs and accruing sick, vacation time etc. with none of that being factored into the costs. E. Russell Bailey responded that only the pension is accrued. She asked what happens if a call comes in while an officer is in another Town doing a detail do they leave that Town to cover our Town, what happens? The officers are not on duty while on details. She further questioned why the officers need to have one of the new vehicles for details and why not give them one of the old cruisers to cover the traffic duties. She voiced concerns over the leased vehicles becoming part of the budget as we don't actually own them therefore they are not considered assets and cannot be counted as such and was wondering if that issue was being looked at with potentials of going for a bond.

Ray Howard wanted to address the Cemetery issue speaking as a former Trustee. Mr. Howard stated that there is a lot to do, making sure that the records are done properly; there are six (6) or seven (7) people that are buried in roads over at the Cemetery, which is not a good thing. The purpose previously of the Selectmen was to try and save money by removing the Cemetery Budget. If there is going to be a full time department to run the Cemetery then there is no cost savings and it is a travesty that the new Trustees don't have control of their own budget. He further went on to say that the taxpayers are getting fed up with taxes going up every year. And he stated that the subcontractor for the Assessing Office is a waste of money with no need to evaluate each property every year. If assessing properties was done the way that the State would like to see it done all properties would not be reassessed each year and we would not need to hire subcontractors to get the work done. There is a formula to doing the reassessments and Mr. Howard would like to see the recommended guideline for the state followed which would be saving somewhere in the amount of \$30-\$40K per year; there is no need for this!

Non-Public Session:

Cydney Johnson made a motion to enter into non-public session pursuant to RSA91-A:3, II (a) personnel (c) character/reputation and (e) claims/litigation and Marc DeCoff seconded. The Board was polled in the affirmative with all in favor of the motion.

The meeting adjourned at 7:50 PM.

Respectfully submitted,

Mary K. Jarvis

Mary K. Jarvis
Recording Secretary