

ALTON BOARD OF SELECTMEN
Reorganizational Meeting Minutes
March 21, 2016
6:00 PM
1 Monument Square
Alton, NH 03809

Approved as Amended: April 4, 2016

Cydney Johnson 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
Lou LaCourse, Vice Chairman
Philip V. Wittmann, Selectman
John Markland, Selectman
Elizabeth Dionne, Town Administrator

Virgil MacDonald, Selectman arrived late.

Approval of the Agenda

Lou LaCourse made a motion to approve the agenda as written and Phil Wittmann seconded.

Cydney Johnson requested and motioned to amend the agenda moving item #4 under New Business to Non Public and Lou LaCourse seconded with all in favor of the motion.

Presentation ~ Retirees

Chairwoman Cydney Johnson and Vice Chairman Lou LaCourse along with the other Board members individually recognized, honored and presented a token of appreciation for the years of service that Ken McWilliams, Town Planner, Randy Sanborn, Planning Secretary, Larry Nolan, Parks and Recreation/Building and Grounds and E. Russell Bailey, Town Administrator each gave to the town during their tenure with the Town.

Reorganization of the Board:

A discussion amongst the Board members transpired as to who would serve as Chair and Vice Chair of the Board. After several nominations and declines a decision was made.

Lou LaCourse nominated Cydney Johnson as Chairman of the Board of Selectmen and Virgil MacDonald seconded. The vote was 4 approved, 0 opposed, 1 abstention, Cydney Johnson.

Phil Wittmann nominated Lou LaCourse as Vice Chairman of the Board of Selectmen and Virgil MacDonald seconded. The vote was 4 approved, 0 opposed, 1 abstention, Lou LaCourse.

Cydney Johnson to serve as Chairman and Lou LaCourse to serve as Vice-Chairman.

	2015	2016
Chairman Board of Selectmen	Cydney Johnson	Cydney Johnson
Vice Chairman Board of Selectmen	Lou LaCourse	Lou LaCourse
Planning Board	Virgil MacDonald	Virgil MacDonald
Planning Alternate	Phil Wittmann	Phil Wittmann
Budget Committee	Lou LaCourse	John Markland
Budget Alternate	Virgil MacDonald	Virgil MacDonald
Parks & Recreation	Phil Wittmann	Phil Wittmann
Conservation	Lou LaCourse	Lou LaCourse
ZBA Liaison	Lou LaCourse	Lou LaCourse
LRPC	Phil Wittmann	John Markland
Household Hazardous Waste	Marc DeCoff	Cydney Johnson
BECDC	Cydney Johnson	Virgil MacDonald
Milfoil Committee	Cydney Johnson	Phil Wittmann
Economic Development Committee	Open	Tabled 2 years ago
Zoning & Ordinances	Marc DeCoff Cydney Johnson, Alternate	Lou LaCourse Cydney Johnson Alternate
Old Home Week Committee	Marc DeCoff	Phil Wittmann
Non Profit Funding Committee	R. Loring Carr & Virgil MacDonald	N/A

Appointments: None

Announcements:

- Weight Limits are in effect subject to change on a daily basis; please contact the Highway Department for details.
- 2016 Dog Licenses are available in the Town Clerk's Office and are due no later than April 30th. A rabies clinic is scheduled for dogs and cats at the Alton Central Fire Station, 65 Frank C. Gilman Highway (Route 140) on April 16th from 12:30 PM to 2:00 PM. The cost per shot is \$15.00 and microchip is \$40.00. Dog licenses are available at the clinic for Alton residents only.

Selectmen's Committee Report

Phil Wittmann reported that the Parks and Recreation Commission met on March 3rd; they discussed under Old Business the Barbershoppers event, work group with AYL, the Warrant Article for the Jones Field which failed, Master Park Plan, 2016 Basketball. Under New Business they discussed the PMHS Student Music Scholarship, Lamper Soccer Fund, Open Gym Night, Summer Camp and staffing. Kellie informed the Commission that both vehicles will not pass inspection at the end of March. The 5K race agreement, the egg hunt, co-ed adult softball league, the summer programs and the park of the month which is an idea of doing articles on the various parks around town were discussed. And, a possibility of bringing Fish and Game in from Downing's Landing to discuss some proposed sidewalks.

Town Administrator's Report and Updates

Pearson Road Community/Senior Center Furnishings

Peter Bolster was invited to the table to discuss the Pearson Road Senior Center furnishings; he gave a lengthy history and overview of the work that has been done at the location.

Mr. Bolster stressed the importance of referring to the building as the Pearson Road Community/Senior Center to make it very clear that it is not just a Senior Center.

A list of furnishings was provided to the Board for approval for the Center whether they be gently used or new items. Various used furnishing locations were discussed as well as the commercial shelving, chairs and a stackable chair caddy. The provided list included pricing for new items.

Cydney Johnson made a motion to approve the list as presented for furnishings for the Pearson Road Community/Senior Center not to exceed \$8,752.00 and Lou LaCourse seconded with all in favor of the motion.

Highway Department Hours

The Highway Department hours have change to their summer hours which are four (4) ten (10) hour days however the secretary remains at five (5) days per week.

Tri State Curb Update

The target date for the curb repairs in the Route 11, Bay area is May 2nd to begin raising the curbs. Ken Roberts informed Tri State that he would need a one (1) week notice and should have enough notice upon his return from vacation.

Bay Hill Road Update

A memo was provided to the Board in regards to the plan for the rippling at the top of Bay Hill Road. The Highway Department will probe the roadway to determine what is causing the rippling for resolution to the issues.

DOT Site Walk Crosswalk Issues

DOT has contacted the office with dates to do a site walk in regards to the crosswalk issues; Thursday, March 31st or any day the following week April 4th to April 8th; they would like to do the walk early to mid-afternoon before 3:00 PM. Cydney Johnson asked if someone from DOT could do the walk later in the afternoon even if were only one person. A brief overview of the issue was provided for John Markland's benefit. DOT representatives tentatively would include: Bill Rollins from District 3, Kevin Prince, Pavement Management Program, Sant Missioner the ADA Coordinator, and Bill Lambert, Engineer. Liz Dionne will email Bill Lambert to see if they can be available for later in the day and report back to the Board. Ken Roberts will be involved with the process.

Planning Department Work Hour Change Request

A memo from the Town Planner was provided to the Board for a request to slightly adjust the hours for staffing, still keeping the department open from 8:00 AM to 4:30 PM; the department would always be staffed. Liz Dionne does not have an issue with the adjustment and recommended it be done on a six (6) month trial basis to see if it works. Lou LaCourse cautioned that if this was allowed then it would be setting a precedent which may end up with every employee wanting to do the same. Flexibility and the importance of such was noted.

Virgil MacDonald made a motion to allow the Planning Department to try adjusting their hours for 6 months and Lou LaCourse seconded then inquired that possibly we should open this up to all employees! Liz Dionne would not recommend opening this to all employees, except maybe on a case by case basis. Cydney Johnson brought forth that there is a State of New Hampshire legal document that needs to be signed waiving the lunch period. This was known and was in Liz Dionne's possession. The motion held with all in favor of the motion.

Hazard Mitigation Plan Survey

Every 5 years the Hazard Mitigation Committee must update their Hazard Mitigation Plan; this is required by FEMA and it also requires that public input be a part of this survey; a questionnaire has been created for such public input by LRPC. Liz Dionne is recommending that this be placed on the Town website via electronic format, placing them in the Town Hall lobby and be put on the next Selectmen and Planning Board agendas for the distribution of the survey to people in the audience. It was the consensus of the Board to post the survey and for it to be available for distribution.

Highway Department Sander

At the last meeting the sale of the sander was discussed; more information was requested as to why it should be sold opposed to being kept and used as a backup. The sander is not compatible for parts with the current sander. It was noted that the motor and the clutch were seized on the item.

The Board was in agreement to table this item in order for Ken Roberts to obtain costs to fix the item.

Generator Maintenance Contract

Concerning the maintenance contract for all of the generators in town buildings; the Water Department is concerned about the pricing. Liz Dionne is looking for the Board's consideration of this going out to bid for new contracts. The current company is doing a good job, there have been no issues with them however their contract has expired. It was the consensus of the Board to put this out to bid for a three (3) year contract.

Public Input I

Ruben Wentworth approached the Board voicing concerns about the Alton Ambulance Fire Department Revolving Fund which was voted on and established in March of 2000 for the care, the maintenance and the support. At the time he was serving on the Board of Selectmen as Chairman. During that timeframe they were bringing in approximately 197K since that time roughly the same amount has been brought in. It was his recollection that sometime in 2001 and it should be reflected in the minutes, a policy was put into effect that it was fine to charge the insurance companies but if a taxpayer or resident of the Town of Alton did not have insurance that those individuals would not be charged. If they had insurance and the insurance companies paid, but didn't pay it in full that whatever was left and due would not be borne upon the taxpayer or resident. Personally his family got hit with a \$290.00 fee for services, which he told them not to pay the fee, due to them being an Alton resident/taxpayer. Credit score/reporting became a concern. He spoke with an individual that is in charge of that area and was told not to worry that it wouldn't go to collections because he would have to sign off on it; a month later a collection notice was received. Comstar is the town's billing department and who sent the letter stating that if they didn't respond within 15 days then they would be sending it to their

collection agency. Mr. Wentworth reiterated that back in 2000 the discussion was that town residents/taxpayers would not be charged because we are already paying through taxes. He wondered over the years how many people have been sent to collection who didn't know this and have paid. This policy was established in 2000 so there should be minutes of the town meeting that brought this up. Understanding that policies can be lost and/or forgotten but he urged the Board to seriously consider making a motion to resend any votes concerning Selectmen from the past, concerning charging taxpayers for the Ambulance use and make a new motion stating that from here forward or January 1st that no residents of the Town of Alton be charged for the use of the Ambulance. If they do not have insurance or if they do have insurance, the insurance companies pay their share, that whatever the balance left will be forgiven by the Town of Alton. The revenue is pretty good at \$33.00 a mile for the Ambulance service. Before anyone else goes to collection, he asked that Comstar billing be contacted to halt the collection until the Board comes up with a decision on how this will be handled.

Cydney Johnson questioned Mr. Wentworth's recollection; if during the referenced meeting, was it Alton year round residents or anybody that owned property in Alton? He responded that it is taxpayers and residents of the Town of Alton; not a second home owner. Virgil MacDonald has been reviewing the minutes and still has not been able to find the policy.

On another note, Mr. Wentworth also stated that he does not have a problem with the elimination of the crosswalk at his store. Some of the others should be fought for and are necessary; he suggested getting State Reps. involved in support of the crosswalks.

Chris Racine approached the Board stating that it was her referred to with the previously mentioned insurance issue with Ambulance care. The services and care she received was top notch. Her concern was the policy that was put in place and if it cannot be found that it be resurrected. She urged the Board to seriously consider the matter and take responsibility of bringing the policy back.

John Markland questioned the Comstar letters that are sent, asking if the Town receives copies of the letters that go to the residents. The Fire Chief would need to be questioned in regards to the question. Cydney Johnson stated that there will be a need for a Workshop shortly and the Chief can be asked to come in to review the billing and procedures and see how we can come up with a conclusion.

Approval of Selectmen's Minutes

March 2, 2016

Lou LaCourse made a motion to approve the minutes of Public Workshop Session I as written, March 2, 2016 and Phil Wittmann seconded. The vote was 4 approved, 0 opposed, 1 abstention; John Markland.

Lou LaCourse made a motion to approve the minutes of Non Public Workshop Session,

March 2, 2016 opening none and Virgil MacDonald seconded. The vote was 4 approved, 0 opposed, 1 abstention; John Markland.

Lou LaCourse made a motion to approve the minutes of Public Session II, March 2, 2016 as written and Phil Wittmann seconded. The vote was 4 approved, 0 opposed, 1 abstention; John Markland.

March 7, 2016

Lou LaCourse made a motion to approve the minutes of Public Session I, March 7, 2016 as written and Virgil MacDonald seconded. The vote was 4 approved, 0 opposed, 1 abstention; John Markland.

Lou LaCourse made a motion to approve the minutes of Non Public Session I, March 7, 2016 opening #1, 2, 3, 4 & 6 and Cydney Johnson seconded. The vote was 4 approved, 0 opposed, 1 abstention; John Markland.

Lou LaCourse made a motion to approve the minutes of Public Session II, March 7, 2016 as written and Phil Wittmann seconded. The vote was 4 approved, 0 opposed, 1 abstention; John Markland.

Old Business:

Parks and Recreation Truck Bed

Kellie Troendle was present to update the Board on the F250 truck bed. As the estimates were being collected for recommendation, it has been discovered that there are serious problems with the motor. Today, the truck stopped working, it has no power, it won't shift, it's been over heating, using four (4) quarts of oil per week and this is after the rebuild of the motor with 10K in miles on the rebuild. It is stalling leaking oil and coolant and the rocker panels will not pass inspection because of the rust. The town mechanic has provided a list of other items necessary for the truck. Kellie is grateful that the money has not been spent on the bed and again it will not pass inspection. It was noted that the truck seems to be unsafe for using. A list of items was provided to the Board that need addressing however Kellie would need to speak with the Town mechanic to see what work has or has not been done to the vehicle in the past. Liz Dionne spoke with the mechanic a couple of weeks ago and some of the items on the list had already begun a year ago and now they are in much worse condition; the truck will not pass inspection unless they are replaced.

Virgil MacDonald made a motion to take the Hummer and give it to the Parks and Recreation Department.

Further discussion transpired in regards to the department's vehicles. This is the second vehicle that the department is down. This vehicle was a new 2006 vehicle and was rebuilt three (3) years ago. Kellie is looking for direction from the Board as to proceeding and does not want to put more money into it. The F350 with the rack body

is okay and the 2007 Expedition won't pass inspection. Different options were discussed for obtaining outside estimates for repairing the vehicle. It was suggested that an independent mechanic take a look at the vehicle for another estimate. The amount of money in the equipment line was questioned; provided was approximately 16K. The other vehicle is for the custodian at about 5K for replacement which would leave 11K in the equipment line, the vehicle has about 70K miles on it.

Lou LaCourse made a motion to have an independent mechanic look at the vehicle provide the Board with a quote and their opinion on fixing the vehicle and Cydney Johnson seconded with all in favor of the motion.

Kellie Troendle will contact the mentioned mechanics and report back to Liz Dionne. Kellie should also start looking for another vehicle possibly at an auction. Leasing a vehicle is not an option. A van would be preferred and four wheel drive was one of the parameters but not necessary.

New Business:

Parks and Recreation Department; Vandalism & Camera Recommendation

The West Side Restroom has recently experienced vandalism however it has been an ongoing issue for several years and escalating in the past few months. Kellie Troendle is recommending placing a camera outside the building facing the doors. The restrooms are cleaned daily; it has usually been the custodian reporting the damages. Something needs to be done about the vandalism. A suggestion was made of just posting a surveillance sign. A vandal & weather resistant camera, high pixel and IR lighting is what would be recommended. This has been sent to the Police Chief and he would be stepping up the patrol to coincide with the pattern of the damages.

Cydney Johnson made a motion to approve the purchase of the camera for the West Side Restroom for a total of \$789.27 and Lou LaCourse seconded with all in favor of the motion.

Kellie inquired if the Board had a preference as to the storage of the recordings; DVR or Cloud? Cloud might be safer and that space would need to be rented between \$9.00 to \$15.00 a month or \$24.00 for three (3) months. There may be an additional fee for internet. This would cover both the men's and ladies' rooms but the damages are primarily the men's room and the problems are year round.

Cydney Johnson noted that nobody should be driving the discussed vehicle as it has safety issues.

Land Use Items as recommended by the Tax Assessor

Virgil MacDonald made a motion to approve the 2015 Abatements for Map 15 Lot 15-14, Evans Hill Road for \$123.00; Map 18 Lot 39-7 Tranquility Lane for \$772.00; Map 25 Lot 33, Baxter Place for \$785.00; Map 40 Lot 11, Wentworth Way for \$294.00; Map 43

Lot 34, Trask Side Road for \$1,030.00 and Map 76 Lot 70, Rattlesnake Island for \$141.00 and Cydney Johnson seconded with all in favor of the motion.

Virgil MacDonald made a motion to approve the 2016 Elderly Exemption for Map 5 Lot 17-2, Stockbridge Corner Road for \$40,000.00 and Cydney Johnson seconded with all in favor of the motion.

Virgil MacDonald made a motion to approve the 2016 Blind Exemption for Map 24 Lot 12, Lamper Road for \$15,000.00 and Cydney Johnson seconded with all in favor of the motion.

Pole Petition; Valley Road

Virgil MacDonald made a motion to approve the Pole Petition for Pole #3605 for Valley Road and Lou LaCourse seconded with all in favor of the motion.

Cemetery Trustee Appointment

This item was moved to Non Public Session.

Appointments Board and Committees

Fundraising Committee 1 year appointment

David Countway
David Hayden
Fred Sallah
George Feeney
Muriel Stinson
Peter Bolster
Shirley Young

Lou LaCourse made a motion to approve the above listed one (1) year appointments to the Fundraising Committee and Virgil MacDonald seconded with all in favor of the motion.

Milfoil Committee 1 year appointments

Henry Carl
Jonathan Downing
Nancy Downing
William Mannion

Lou LaCourse made a motion to approve the above listed one (1) year appointments to the Milfoil Committee and Phil Wittmann seconded with all in favor of the motion.

Old Home Week Committee 1 year appointments

Carolyn Schaeffner
Duane Hammond
Roger Sample
Nelson Kennedy
Leslie Rentel
Tonia Cardinal
Scott Littlefield

Lou LaCourse made a motion to approve the above listed one (1) year appointments to the Old Home Week Committee and Virgil MacDonald seconded with all in favor of the motion.

Levey Park 3 year appointment

Jonathan Downing

Lou LaCourse made a motion to approve the above listed three (3) year appointment to the Levey Park Trustees and Virgil MacDonald seconded with all in favor of the motion.

Parks & Recreation 3 year appointment

Kristen Thomas

Lou LaCourse made a motion to approve the above listed three (3) year appointment to the Parks and Recreation Commission and Virgil MacDonald seconded with all in favor of the motion.

Conservation Commission 3 year appointment

Earl Bagley

Lou LaCourse made a motion to approve the above listed three (3) year appointment to the Conservation Commission and Virgil MacDonald seconded with all in favor of the motion.

Highway Department Mutual Aid Program

This would be for renewing the existing Highway Mutual Aid Program at a cost of \$25.00 per year.

Virgil MacDonald made a motion to renew the NH Public Works Mutual Aid Program as written and Lou LaCourse seconded with all in favor of the motion.

Public Input II

None

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 Lou LaCourse seconded. The Board was polled in the affirmative with all in favor of the motion.

The meeting adjourned at 7:42 PM.

Respectfully submitted,

Mary K. Jarvis

Mary K. Jarvis
Recording Secretary