

ALTON BOARD OF SELECTMEN

Minutes

April 16, 2018

6:00 PM

1 Monument Square

Alton, NH 03809

Approved: May 7, 2018

Cydney Shapleigh 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 Shapleigh, Chairwoman
John Markland, Vice Chairman
Philip V. Wittmann, Selectman, Excused Absence
Virgil MacDonald, Selectman
Reuben Wentworth, Selectman
Elizabeth Dionne, Town Administrator

Approval of the Agenda

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

Announcements:

- 2018 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 21st from 12:30 PM to 2:00 PM. The cost per shot is \$15.00 and microchipping is \$40.00. Dog licenses are available at the clinic for Alton residents only.

Appointments:

None

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

Bob Holt approached the Board and questioned the agenda item under Old business #2 regarding the Water Bandstand Committee. He had read the Warrant Article, which mandated that the committee be formed by April 15th and reporting by July. He has not seen anything progressing. Mr. Holt is asking for a status update. It was noted that there would be an update later in the meeting, which will address his concerns. It was his feeling that the Board is discouraging public input. Cydney Shapleigh gave an overview of the Boards process.

Loring Carr approached the Board referencing agenda item #4 regarding the Memorial Day Parade to encourage a Board member to consider speaking at the end of the parade. It is very important for this representation from the Town.

New Business:

1. LOCO Sports, LLC; Big Lake Half Marathon, May 19, 2018 - Approval

John Markland made a motion to approve the application from LOCO Sports LLC for the Big Lake Half Marathon for May 19, 2018 and Reuben Wentworth seconded for discussion.

Discussion: Reuben asked if the application was completed in full; it was. Reuben suggested that when the approval is sent to them we inform them that we have had a new Town Administrator since 2016.

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

2. East Alton Fire Association Annual BBQ; July 28, 2018 - Conditional Approval (Updated Insurance Certificate)

Reuben Wentworth made a motion to approve item 2 and item 3 for the East Alton Fire Association Annual BBQ, July 28, 2018 and the Annual July 4th parade on July 4, 2018 and Virgil MacDonald seconded.

Liz Dionne asked to speak on behalf of this matter mentioning that there is a concern from the Police Department regarding item #3 the parade event. Chief Heath was asked to approach the Board. Cydney Shapleigh noted that this has been held for years; the Chief concurred however, in the past there has never been an application for a permit submitted. This became known last year while an officer on patrol came upon it. There was no facilitation of traffic control etc. This has been taking place for over 20+ years. The advertisements were discovered locally on trees. The Chief called the involved party, spoke with the person, explained the process involved which they were unaware of the procedure. It was explained that moving forward they would need to make application with the town. Emergency vehicle passage was discussed.

At this time, the vote on the table was called with all in favor of the motion.

3. East Alton Fire Association Annual July 4th Parade, July 4, 2018 - Conditional Approval (Updated Insurance Certificate)

See above item for vote.

4. Memorial Day Parade, American Legion, May 28, 2018 - Conditional Approval (Updated Insurance Certificate)

John Markland made a motion to conditionally approve the Memorial Day Parade for the American Legion for May 28, 2018 and Cydney Shapleigh seconded with all in favor of the motion.

5. Solid Waste Pickup Truck Bid

Scott Simonds, Solid Waste Director was called to the table to discuss this matter. This is for the replacement of the pickup truck for the Transfer Station. Currently the 2006 Ford F250 with plow has 47,776 original miles. Rust is appearing in various places on the vehicle, it needs brakes and backing plates. The Highway Department has been using the vehicle during the winter seasons of 2009/2010 and 2017/2018 which caused much wear and tear on the vehicle by plowing and sanding. Scott's recommendation is to replace the truck this year with a 1-Ton single wheel truck with a flatbed for HHW collection and plow while it still has value. This will be a rack body but will not have a dump body. Reuben Wentworth questioned the hauling that will be done with it, which could be 12K then suggested he might want to consider a dual wheel truck for weight capacity hauling when used by another department. It would be better to oversize the vehicle. The trade-in value was \$2,500 with or without the plow. Virgil MacDonald voiced, it should be sold outright opposed to trading the vehicle via a sealed bid. KBB was roughly \$5,500 for fair condition. The original specifications were for a 1-Ton single tire vehicle. The funding could come from CIP and the Recycling Revolving Account equally and is okay with the DRA. Scott was questioned if he had enough funds to cover a dual wheel truck; he believed it would be close, somewhere in the 41K to 43K range. This would need to go out to bid.

It was the consensus of the Board for Scott Simonds to put this out to bid and they had no issue with either trading the current vehicle or selling it outright by sealed bid.

Reuben Wentworth made a motion to allow Scott Simonds to put the truck out to bid. He then asked Scott whether he would be looking for a 3500 vehicle opposed to a 5500 vehicle; he was unsure.

The consensus of the Board was for Scott to come back to the Board with more information.

6. Highway Department Pickup Truck Bid

Liz Dionne noted that no bids were received. It was sent out to nine (9) different dealerships with no one responding.

Ken Roberts approached the Board and provided a recommendation for the purchase of a 2018 Dodge Ram 2500 4x4 regular cab truck. Ken worked with Poulin's today discussing with them that they have a fleet maintenance agreement with them. The bids specifications were sent to him again today from what was originally sent out in the bid package. They offered a vehicle for \$29,894 delivered at fleet pricing; this vehicle would sell for \$40,169 on the lot. There are other items listed on the quote along with warranty pricing which totals \$40,119. There will be a few other items that would be needed and priced potentially through Amazon for the best deals. Ken was questioned about contacting other dealers; they tried however, nobody was returning calls, even Poulin's was tough to reach until he spoke with the manager himself. Ford and Chevy were not looked at due to prior experiences with them. Reuben Wentworth acknowledges it is a good price but he still would like to see other prices from other dealers. Ken will be happy to do whatever the Board wishes and is looking at this in the best interest of the town. John Markland has a concern with the paperwork that was submitted. Cydney Shapleigh noted that none of the other dealers had the same opportunity to submit quotes, as they were not contacted. Ken offered to contact every dealer for quotes. It was noted that the municipal packages were currently being rewritten and it would two (2) months before anything would be ready; this may be why we did not get any bids. This would be adding an additional vehicle to the Highway fleet. Each Board members stated their preferences.

It was the consensus of the Board for Ken Roberts to come back to the Board with three (3) different quotes from three (3) different dealers.

7. Highway Department Mack Truck - Request for Sale

Ken Roberts submitted a proposal to the Board for putting the 6-Wheeler Mack truck out for a sealed bid, as he was not in favor of the price he was given for trade in value. He has a minimum bid value in mind and would need the Board's approval to proceed. Ken will put this out to bid as soon as he gets notification that the chassis for the 6-Wheeler is 30 days out. The money will go back into the general fund. If no bids are received then they will take the trade in value.

It was the consensus of the Board to allow.

At this time, Reuben Wentworth asked about the three quotes that were provided for Scott's flatbed vehicle. This is not being discussed tonight. This will come back when the Solid Waste truck comes back to the Board.

8. Police Department Coverage at the Schools - Proposal

Police Chief, Ryan Heath approached the Board regarding police coverage at the schools. During conversations with both of the Superintendents and the Chief it sparked a need for a second SRO. This could be a possibility down the road but it would be difficult to get another fulltime employee funded. The only proposal he could offer would be through shift rotation coverage through the part time roster. Both Superintendents thought that this would be worth funding from their end and both agreed to allow 16K from each school for the coverage; \$21.45 is the average rate for a part time officer; this rate is used for budgeting purposes with 13.11% for benefits. The schools need to reach between 900 to 1000 hours a year and would put the coverage at approximately 26K with benefits. The school would like to begin coverage with the 2018/2019 school year in the beginning of September. It would be a benefit having an officer in one school while the SRO is in the other school. This would provide a level of security. Shifts would be filled Monday through Friday from 7:30 to 3:30 during the school year dictated by the SRO who would remain the primary. Coverage would be on a rotating schedule. The school would treat this as contracted services so that it can be paid from funding that they already have available. Discussion ensued regarding the current SRO coverage, the proposed coverage for the additional officer(s), part time officers, benefits, contracted services, special SRO training, no consistency with 7 random people covering shifts, developing relationships, educational components, no memorandum of understanding, how juveniles would act with the different officers and how the officers would react with the juveniles and many other various topics of

concern. The five-day workweek would be split among 7 different part time officers. Part time officers do not buy into the state retirement at all. This is not for a part time SRO position this is for a part time officer for safety purposes. A question posed was has the JMA board agreed to pay? Ryan responded that the Superintendent has funding through a grant that allows contracted services. Reuben Wentworth voiced he would like to see a request come through the School Board; Cydney concurred. This is still in the preliminary stages, the school stated they could make this happen, how it could work and they fully intend to bring this proposal to their Board. The Chief wanted to bring this forward to the Board because if the Board does not move forward with it then there is no need for them to move it forward. The purpose is to provide a level of security and expose these children to the officers who will not be in the classroom teaching classes or looming outside the classroom. They will be in the lunchroom, roaming the hallways and just showing a general presence with community involvement.

John Markland voiced several concerns stating that it takes a special officer to be a SRO in a school environment and having 7 different officers brings concern. With no memorandum of understanding between the town and school for the expectations, what additional training will be offered for these officers for handling the different scenarios with how the juveniles act in the school setting opposed to the home setting. Chief Heath has full confidence in his officers that would become a part of this venture. The Police Academy is offering more and more classes dealing with behavioral health of juveniles and mental health disorders in general.

Reuben Wentworth would like to see a request from the School Board and a Memorandum of Understanding and more information on the concerns of 7 different officers covering and working with the juveniles.

At this time, John Markland does not feel that there is enough information to make a decision.

Cydney Shapleigh understands that the Board is looking to have a formal request from the School Board along with a Memorandum of Understanding presented before the Board makes a decision. A Memorandum of Understanding will define the expectations of the covering officers and in addition, the Board would like to see the total cost breakdown of everything that will be turned into the Finance Department.

9. Police Department Secondary Education - Proposal

Recently there was a request from Corporal Glidden to pursue his Master's Degree, which the Board approved. He completed one semester however; he has decided to withdraw from the program for personal reasons until he can fully commit the needed time. To date, the Town has not paid any money towards this educational opportunity. In light of this opportunity, Ryan Heath is requesting to pursue his Juris Master's in law through the Liberty University's School of Law, which he has already been accepted and noted it was not his intention to do this at this time but he would like to pursue it with the permission of the Board. The money has been budgeted for the program and nobody has expressed an interest at this time. This is an online course, the Chief explained what a Juris Master's degree involves, and if the Board allows he would be willing to enter into a training contract with the Town, which involves a timeframe beyond the graduation date. John Markland asked for an explanation of how this program would benefit the Town. Ryan explained that there are many different aspects of law primarily criminal law, contract litigation (procurement), civil litigation (landlord/tenant), constitution law (appeal process). Cydney Shapleigh asked if Ryan had a syllabus for the program, which he did, but not with him. John Markland would like to know more about the program before making a decision. Virgil MacDonald would allow him to continue his education. Reuben Wentworth would like to wait for more information. John Markland would like to see the syllabus to see how it pertains to New Hampshire law and how completion of this course will allow the Chief to better serve the Town in his position. There is a degree plan which breaks out the different classes etc.; Ryan would be happy to provide it to the Board.

Old Business:

1. Lucas CPR Device; Status Update

Deputy Fire Chief Evan Turcotte approached the Board to discuss the Lucas CPR device. Evan noted that the Fire Chief reached out to the Zoll representative who sells the other product that is similar to the Lucas CPR device for a quote. In addition, he provided to the Board some screen shots of the messages he had with him. Messages began on April 2nd asking for a quote for the Auto Pulse device with a follow up email on the April 10th, to date we have

not received a quote. There are only two (2) companies that make the devices, one-company makes the Lucas device and they are the sole proprietor of the Lucas CPR device, which is the current device that the Fire Department has, they don't have sales reps and don't sell to companies who resell the product it comes directly from them. The other product is the Auto Pulse device, which slightly varies from the Lucas but accomplishes the same; it is a CPR device. The only problem with this is the way the Warrant Article was written it was specific to the Lucas CPR device and not just a CPR device. A rough quote was obtained via text message not knowing if that would be considered; the amount is \$14,220. Liz Dionne discussed this with the Fire Chief last week; the Chief spoke with the vendor and was told that another cost would not be provided. Liz was told that the USA is divided into regions so whoever the particular vendor is in this region is the only one who is allowed to sell in the region. The Lucas CPR device only has one person from the region that is allowed to sell the product. On April 10th there was a follow up email for an Auto Pulse quote and it is now April 16th and there is still no quote provided. Liz Dionne wanted to stress the importance of all Fire Department EMS employees to be trained on the same piece of equipment for all apparatus; it is very important especially in an emergency.

Reuben Wentworth will go along with the Lucas CPR device re-reading the Warrant Article, which is specific to Lucas device to stand firm on what the article states. Reuben would have preferred having something in writing from the vendor to back his decision.

Reuben Wentworth made a motion for the Lucas CPR device being specific to stand by the Warrant Article as it was written and Virgil MacDonald and John Markland simultaneously seconded with all in favor of the motion.

2. Water Bandstand Committee; Status Update

Liz Dionne noted that an advertisement was created and posted with no responses for membership on the committee. A letter was mailed to each petitioner who signed on behalf of the petition article. Currently seven (7) applicants have shown interest to serving on the committee. Within the letter, we mentioned other committees that had vacancies. The letter is self-explanatory; it explains that an inspection has already taken place and once the committee starts meeting they will need to prioritize the inspection items that have been discovered then it will need to be brought back to the Selectmen for approval. Any work that is done on the Bandstand especially the crib probably should wait until October for the low water. This is not something that will be done overnight nor will it be done by the July date as indicated in the Warrant Article. Once the Warrant Article was approved, it is up to the governing body to carry it through if they wish. It is not possible to meet a July deadline. Liz hopes to have the appointment recommendations to the Board at the next meeting.

Selectmen's Committee Report

Reuben Wentworth reported that the Budget Committee met and directed to Liz that there is something that the Budget Committee would like posted on the website; Reuben feels that it should fall under their hospice, on their page and they would need to maintain it with Joshua directly. The Budget Committee also asked for the RSA stating why the Board of Selectmen get to have a member on the Budget Committee with a vote and why the same from the School Board. Reuben will get that back to them. The meeting was informational.

Reuben Wentworth reported that the Water Department had a leak last week on School Street. The Highway Department assisted with a payload operator, excavator operator and a dump truck driver and thanked the Town for their assistance. The summer water line is being charged tonight; 48 hours with chlorine and should be opened this week for the residents on Route 28 and Route 11 will be started up.

Virgil MacDonald had nothing to report.

John Markland had nothing to report.

Cydney Shapleigh had nothing to report.

Town Administrator's Report and Updates by Elizabeth Dionne

RTK request; legal opinion release

A Right to Know request was received from a resident last week requesting documents regarding the purchase of the two (2) pickup trucks for Assessing and Code Enforcement. The request was for emails pertaining to a DRA opinion on the purchase and the town Attorney's legal opinion. After speaking with the Attorney, it is up to the governing body whether to release the legal opinion. Liz requested from the Board whether to release the legal opinion or not release it. Cydney Shapleigh voiced that the Attorney stated that if the Attorney felt it is between the Attorney and the governing body then we should go along with the Attorney, client privilege that he stated. Reuben Wentworth voiced that they had nothing to hide; if everything was done legally, he had no problem releasing the opinion. Cydney Shapleigh voiced it would set a precedent if we started to release legal opinions; she was not in favor of releasing the opinion. John Markland was not in favor of releasing. Virgil MacDonald was in favor of releasing. The consensus was 2 in favor, 2 opposed. The consensus failed.

Town Seal

This issue pertains to the town seal. Additional information was provided to the Board showing that the town appears to have many seals that are used. In addition, the state statute was provided regarding the official town seal being the responsibility of the governing body. The reason this is being brought up is one of the trucks has a large magnet with the seal on it that has duct tape patches on it. Liz would like to see the seal permanently fixed to the vehicle. The one for the other truck has disappeared. The duct tape patch is embarrassing and Liz would like to get this taken care of. The current one that is used has the town hall in the center. Liz would like to have an official seal for the bulk of the town. There is no issue with the different departments having their own seal. Liz plans to move forward with having someone create an official town seal that is a clear colored seal because when we enlarge what we currently have it becomes distorted. It was the consensus of the Board for Liz to move forward.

Girl Scout Waiver of fees; Pearson Road

A Girl Scout troop is asking for a waiver of fees for renting the Pearson Road Community Center for four (4) dates in May and two (2) dates in June. A copy of the policy was provided to the Board regarding non-profits being charged \$5.00 for the use of town property. The Parks and Recreation Director has no issue with the waiver request as long as the meetings were for Alton children; 90% are from Alton. This is for evening hours. Typically, all non-profits fees have been waived. Liz noted that if all non-profits fees are waived then the rules should be changed and no insurance is necessary for them unless they are holding a function according to the policy.

Cydney Shapleigh made a motion to waive the fee for the Girl Scout Troop and John Markland seconded with all in favor of the motion.

Approval of Selectmen's Minutes:

April 2, 2018

John Markland made a motion to approve the minutes of Public Session I, April 2, 2018 and Reuben Wentworth seconded with all in favor of the motion.

John Markland made a motion to approve the minutes of Non-Public Session, April 2, 2018 divulging nothing and Reuben Wentworth seconded with all in favor of the motion.

Approval of Consent Agenda

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

1. 2018 Veteran's Credit

Paulson Lael J	401 Drew Hill Road	Map 15 Lot 77A	\$500.00
Durgan William	18 Stonewall Road	Map 2A Lot 24	\$500.00

Guyer, Darin	835 Frank C Gilman Hwy	Map 4 Lot 12-4	\$500.00
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2. 2018 Solar Exemption

Sandra Hammond RevTr	184 Rines Road	Map 19 Lot 58	\$19,460
Carter Andrew & Michelle	415 Coffin Brook Road	Map 5 Lot 34-1	\$10,000
Hillsgrove N & Barritt C	248 Dudley Road	Map 2 Lot 2-6	\$15,075

3. 2018 Elderly Exemption

Marraffa Edward R	1443 Mount Major Hwy	Map 17 Lot 18	\$60,000
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4. 2017 Excavation Tax

John Jeddrey	Operation 17-011-01-E	Map 19 Lot 8	\$30.48
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Approval - Fire Department; Reclassification; Scott Magoon Jr., Call-FF/EMT-II, \$14.94 per hour to Call-FF/EMT III, \$15.19 per hour.

Approval - Parks and Recreation Department; New Hire Brianna Kappas, Seasonal Lifeguard, \$10.78 per hour.

Approval - Parks and Recreation Department; New Hire, Tracey Therrien, Seasonal Secretary, \$11.00 per hour.

Approval - Parks and Recreation Department; New Hire, Jacob Street, Seasonal Camp Counselor, \$8.00 per hour.

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

Bob Holt voiced his displeasure with the Board of Selectmen regarding the Town’s bid process with both the Water Bandstand and the pickup trucks for the Highway and Solid Waste vehicles. Liz Dionne was asked and commented that the bid for the water bandstand was on the website, social media and believes a press release was done. Mr. Holt voiced that not everybody is computer savvy and commented that he never saw anything in the newspaper. He feels that they are a disservice to the Town’s people as the bids are not being advertised properly and does not leave the town in a very good position especially with competitive bidding. He urged the Board to read the bids.

Loring Carr noted that at the Deliberative Session he voiced concerns over changing the Fire Department Ambulance account over to a revolving fund stating that part of this was so that the Board could purchase vehicles from this fund. There was a discussion with the Board and the Town Attorney regarding this matter and was told that we have always gone to the voters. A few weeks later, he was told that the Selectmen authorized and purchased two (2) vehicles after the voters said “no”. In turn he watched the video and referred to an excerpt from such stating that it mentioned that there were emails in reference to it being okay with the DRA and in addition there was a Town Attorney opinion. Mr. Carr noted that he was the one who requested the DRA email and the Town Attorney’s opinion and referred to his RTK request then referenced the first line of the DRA email mentioning it was a “gray area”. Now the Board doesn’t feel that he should see the Attorney’s opinion. He understands the Board’s position on privileged information. He feels that this was done in Public Session and it makes him wonder if his opinion has a “gray area” reference. It was noted that employees were using very unsafe vehicles. Mr. Carr further questioned what happened to no means no. In addition, Mr. Carr suggested that the Board read the Town and City magazine, which has some very good articles and referred specifically to the September/October issue.

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

None

Non-Public Session I:

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

Roll call vote:

Reuben Wentworth, yes
Virgil MacDonald, yes
John Markland, yes
Cydney Shapleigh, yes

Adjournment

The meeting adjourned at 7:53 PM.

Respectfully submitted,

Mary K. Jarvis

Mary K. Jarvis
Recording Secretary

ALTON BOARD OF SELECTMEN

Cydney D. Shapleigh, Chairwoman

R. Virgil Macdonald, Vice-Chairman

Philip V. Wittmann, Selectman

John Markland, Selectman

Reuben Wentworth, Selectman