

ALTON BOARD OF SELECTMEN

Minutes

July 15, 2019

6:00 PM

1 Monument Square

Alton, NH 03809

Approved: August 5, 2019

Chairman R. Wentworth convened the meeting at 6:00 PM and P. Wittmann led the assembly in the Pledge of Allegiance to the Flag and a Moment of Silence. The following staff members were present:

Reuben Wentworth, Chairman
Virgil MacDonald, Vice Chairman
Cydney Shapleigh, Selectwoman
Philip V. Wittmann, Selectman
Paul LaRochelle, Selectman
Elizabeth Dionne, Town Administrator

Agenda Approval

R. Wentworth noted that the Solid Waste Annual update would not be taking place tonight and Item #1 Old Business; 2020 Merit and 2020 COLA Discussion, 2019 Merit Proposal actually should read date for a Workshop and requested approval of the amended agenda.

C. Shapleigh made a motion to approve the agenda as amended and V. Macdonald seconded with all in favor of the motion.

At this time, P. LaRochelle requested and motioned to amend the agenda to include Old Business #4 Water Bandstand Committee Invoice Reimbursement for Alton Home and Lumber and LaRochelle Building and to New Business #2 Water Bandstand Discussion for a possible Waiver and C. Shapleigh seconded with all in favor of the motion.

Announcements:

None

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

None

Appointments:

Trustee of Trust Funds Annual Status Update

David St. Cyr, Chairman Trustee of Trust Funds addressed the Board with a financial status of the funds entrusted to the Town of Alton, Trustees of Trust Funds. A summary of funds values were presented which included the scholarships winners from Prospect Mountain High School based on merit and education. It was noted that the Biemann Science Scholarship is designated to those who pursue a Bachelor of Science Degree or a program in the sciences; it is not open like the others. Additionally, a summary was provided as follows:

- Town Capital Reserves (MVSb) \$2,443,490.72
- Alton Central School/Prospect Mountain High School (MVSb) \$1,064,271.82
- Various Trust Funds (Charter Trust Company) \$2,615,739.60
- **Total Cash Value as of June 31, 2019** **\$6,123,502.14**

In addition, an end of month report was provided to the Board as of June 31, 2019; this is a good summary. These are the cash values of the individual accounts that consist of the reported figures. The only thing that was not provided was the Perpetual Care Accounts (17 pages) feeling it was not necessary.

R. Wentworth questioned the Clough Morrill Trust Fund, which is an interest only spending fund with an interest balance of \$173,858.38. V. MacDonald questioned the two (2) Sidewalk Funds, which he is in the process of trying to combine those lines together and still trying to figure them out, working together with the Town. C. Shapleigh voiced that she thought that one of the funds was for the sidewalks in Town and the other was for sidewalks in the Bay area and that it was promised to the voters that the two accounts would not be co-mingled. The specifics need to be investigated and believes that the newest account would be for the Bay area sidewalks. The Trustees meet the third Monday of each month. All accounts are in good shape making 1.08% at MVSb on all the Capital Reserve money and an average 5% to 6% at Charter on the Trust Funds. Reported are cash values not the investment values which would be determined the day that any would be sold and is generally running between 8% to 10% more than the cash value and are in relatively conservative funds with no high risk investments.

Solid Waste Department Annual Status Update

This item was postponed.

Old Business:

1. 2020 Merit and 2020 COLA Discussion, 2019 Merit Proposal

It was the consensus of the Board to set the Workshop date on Monday, July 22, 2019 at 6:00 PM.

2. Winter Roads Inspection Memo

K. Roberts, Highway Manager approached the Board to discuss the Winter Road Maintenance Reports. The inspection sheets for each road were provided to the Board and offered to the Board members to go out take a look if they desire. Signatures were requested so that they may be mailed out to the residents that abut the sections of the roadways in order to give them the opportunity to fix the roads before October. If the roads are not fixed it will be the decision of the Board whether to shut down any winter maintenance. Roger Road was specifically addressed with the biggest concern being the rocks and trees that are becoming an issue. A question of mailing them certified or regular mail came up.

C. Shapleigh made a motion to approve the letters to be sent out to the affected property owners on the Winter Maintained Roads and V. MacDonald seconded with all in favor of the motion.

V. MacDonald questioned road ditching and why they were being moved from one side of Town to the other side of Town instead of doing a whole section at one time. K. Roberts stated that no paved roads would be done at this time due to the heat and the tracks cannot be put on the pavement without doing damage. The Calcium Chloride sections were done first but not the entirety of the road, those were finished. The heat is the biggest factor; once the temperature reaches 50 degrees, then ditching will be the focus.

3. Insurance Claim for 1997 Mack Truck Memo- Highway

K. Roberts, Highway Manager addressed the Board to discuss the insurance claim for the 1997 Mack truck due to an accident. A check for \$12,681.38 has been received and an additional check for the \$1,000 deductible has been received. The truck is due to be traded-in next year and has a maximum value of \$5,000; no matter whether the work is done to the vehicle, the value will remain the same. The vehicle is still running, it is safe to use and is still on the road. K. Roberts feels it would be wasteful to put the insurance money towards any repairs and believes that the only place the money can go would be the General Fund. C. Shapleigh inquired whether it could be placed into the Revolving Fund for equipment. L. Dionne believes it has to go into the General Fund as a revenue; it would show on the revenue report, L. Dionne will check on that matter. R. Wentworth noted and questioned, if the truck went out of service and the Town needs a truck for winter maintenance then you would have that money available to use out of the General Fund being that it was specified for that vehicle. The Capital Reserve Fund is not an option. It was recommended that Attorney Sessler be consulted for clarification. The checks are currently being held; Primex signed off on the claim working with the other insurance company. There is no reason to put the money towards the current vehicle.

4. Water Bandstand Expenditure Reimbursement

P. LaRochelle reminded the Board that at the last meeting the full Board was not present therefore there was not a quorum of the Board to vote on invoices for reimbursement as follows:

- | | |
|--------------------------|-------------------------------|
| 1. Alton Home and Lumber | \$111.86 (paint and supplies) |
| 2. LaRochelle Building | \$276.36 (T-shirts and flags) |

V. MacDonald made a motion to reimburse Alton Home and Lumber for \$111.86 and LaRochelle Building for \$276.36 for the dedication of the Water Bandstand and C. Shapleigh seconded. The vote was 3 approved, 2 abstentions, R. Wentworth and P. LaRochelle.

New Business:

1. Water Department Alarm quotes - Approval

C. Mitchell, Water Superintendent addressed the Board discussing quotes for burglar and intrusion alarms systems for the Water Works Department, Levey Park Pump Station and Jones Field Pump Station. She has been working with J. Monaco to use the same company that the Town currently uses.

- Water Works Office \$450.00 (installation) \$384.00 year (monitoring)
- Jones Field \$387.00 (installation) \$384.00 year (monitoring)
- Levey Park \$387.00 (installation) \$384.00 year (monitoring)

Currently there are no alarms at the two (2) Pump Stations and minimal at the office. The total amount for everything would be \$2,027.00 per year for this year then the following it would just be the basic annual monitoring fees. This would be covered under the unanticipated expense line, which currently has \$4,000. A line item will need to be created for future budgeting.

V. MacDonald made a motion to accept the American Security Alarm proposals for the Water Department, Levey Park Pump Station and Jones Field Pump Station and C. Shapleigh seconded with all in favor of the motion.

2. Potential Waiver for Water Bandstand

P. LaRochelle stated that it was brought to his attention that some of the bands that have decided to perform on the Water Bandstand do not have insurance for any performances. The first concert to be held will be donating the money to a charity of the Bandstand Committee's choosing. They were a bit disturbed with this and with signing a waiver and felt, they did not need to do this. P. LaRochelle asked if the Board would consider waiving the requirement for a certificate of insurance; they would be brought out to the bandstand privately under separate insurance. P. Wittmann was asked if he ever signed or was asked to sign anything for insurance when he played on the land bandstand, his response was "no" and did not believe he had ever signed a waiver. P. LaRochelle's understanding was others who have performed in the past whether it be on the land bandstand or the common grassy area in the bay have not provided and/or signed waivers. L. Dionne brought forth the potential for TULIP insurance through the Town's insurer, Primex that is specifically for these type of situations; they would need to see someone in the Selectmen's Office who would assist them, the cost is minimal. Again, it was reiterated the band is donating the money. There is no difference between the Land Bandstand and the Water Bandstand and reminded the Board that the Town's insurer only covers Town Property, Employees, Town Volunteers but does not cover vendors. K. Roberts provided the Board with a sample Hold Harmless (Waiver/Indemnification Form). P. LaRochelle has that form; R. Wentworth feels that this form needs to be signed and hopefully would be acceptable. R. Wentworth wondered if there was a Special Event clause within the Primex insurance policy. L. Dionne stated that a vendor either has to provide a certificate of insurance or sign a waiver.

It was the consensus of the Board that they sign a Waiver.

Selectmen Reports

P. LaRochelle will be meeting with the Water Bandstand Committee on the Water Bandstand; they will be mounting the plaques that were donated, In addition, they will do an overview of what has been done and what is still in need of doing in the future.

P. Wittmann met with the Old Home Week Committee who discussed the purchasing of the food for the Block Party at BJ's, screen for the silent movie night and scheduled one last meeting on Monday the 29th to be sure that everything is in order. He met with the ZAC Committee to go over potential zoning amendments (cabin colonies, small houses, tiny homes, existing table of uses, height requirements, product storage area, ground water resources management, businesses on boats) trying to put them in an order of importance. The Chairman would like to hear from Attorney Sessler about the Town's Bylaws and how formal the meetings have to be as it is a Committee opposed to a Commission; questions have been posed to him. R. Wentworth questioned whether Airbnb's have been discussed; they have not been discussed, P. Wittmann offered to suggest it at their next meeting. Association roads have not been discussed.

C. Shapleigh noted that HHW will meet later this week.

R. Wentworth questioned P. Wittmann regarding the OHWC purchasing food (hamburgers & hot dogs) from BJ's with concerns of food safety with temperatures of items with such a distance and suggested going to Hannaford asking for a break on pricing. P. Wittmann will call the Chair to make the suggestion. In addition, V. MacDonald questioned why the fireworks are held on the first Saturday and not at the close of Old Home Week; P. Wittmann wondered the same. It may have something to do with scheduling. The event starts with a bang and goes out with a whimper!

V. MacDonald had nothing to report.

R. Wentworth reported that the Milfoil Committee met however he cannot attend the meetings due to scheduling. After reading the reports it appears that things are looking better this year and there may not be a need for a second application. He announced that there is an opening at the Solid Waste Center; it would be a great career opportunity.

Town Administrator Report by L. Dionne

Tax Deeded Properties

A contract for St. Jean Auctioneers was provided to the Board for the 2019 auction properties; approval is needed for L. Dionne to sign. The contract contains the cost breakdown of fees that they will be paying. V. MacDonald questioned the \$500 fee in item "D". It was explained that that would only be if the Auction were canceled once marketing commences or if the Town fails to deliver title to the properties at closing, otherwise there is no cost to the Town. To date the Auction date has not been set and will be once certain things are taken care of, this is one of them.

R. Wentworth made a motion to approve the St. Jean Auctioneer contract allowing L. Dionne to sign and P. LaRochelle seconded with all in favor of the motion.

Town Planner Interview Panel

L. Dionne is looking for a Selectman Representative to serve on the interview panel for the open Town Planner position. Currently the panel would consist as follows:

- 1 Planning person
- 1 Zoning person
- 1 Conservation person
- 1 Selectman Representative
- 1 Town Non-Government person

L. Dionne offered to change if the Board chooses, V. MacDonald thought that there should be two (2) people from Planning as they are the ones who work closely with the position.

P. LaRochelle offered to serve as the Selectman's Representative.

Approval of Minutes

Public Session, July 1, 2019

V. MacDonald made a motion to approve the minutes of Public Session, July 1, 2019 as presented and P. LaRochelle seconded. The vote was 4 approved, 1 abstention, C. Shapleigh.

Non-Public Session, July 1, 2019

R. Wentworth made a motion to approve the minutes of Non-Public Session, July 1, 2019 and V. MacDonald seconded. Discussion transpired on which items to divulge; consensus was to seal #1 and #3. R. Wentworth called the motion on the table and seconded by P. LaRochelle. The vote was 4 approved, 1 abstention, C. Shapleigh.

Approval of Consent Agenda

V. MacDonald congratulated Thomas Decowski and Dominic Viscariello, Water Department employees on obtaining their Operator I Certificates and thanked Courtney Mitchell.

V. MacDonald made a motion to approve the Consent Agenda as presented and C. Shapleigh seconded with all in favor of the motion.

Assessing Department

- Deborah A. Derrick, Assessor, End of Probation Increase, \$72,000 to \$72,529.60

Water Works Department

- Thomas Decowski, Operator 1 Certification Increase, \$16.24 per hour to \$19.06 per hour
- Dominic Viscariello, Operator 1, Certification Increase, \$14.70 per hour to \$17.27 per hour

Fire Department

- Christopher Gagnon, Firefighter, Leave of Absence 6/26/2019 - 12/26/2019

Police Department

- James A. Azzara, Part-Time Police Officer, New Hire, \$19.56 per hour

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

Ken Roberts approached the Board in reference to several items of concern:

- Airbnb, problems with overflow parking at the beach on Riley Road; controls.
 - R. Heath was called to the table to discuss time limits with parking at the beaches, which is spelled out for the beaches (midnight at all beaches and 2:00 AM in the Bay). Enforcement is done if it is encountered, reoccurring or if there are complaints.
- Lowering of the Lake Level; several towns in the lakes region are having issues with the high water. With an impending major project coming forth, it can only be done if the level goes down in the fall. K. Roberts is asking if the Board could reach out to the towns in the region to see if they could get together and petition or discuss with the appropriate parties to have the level lowered. Working under 40" of water is difficult.
- Boy Scout Camp was looked into, it was actually the Army Reserves who did the work and are no longer there and the engineering division is no longer going out with the present command group for any type of work.
- Arianna and Ridge Roads - Using Town funds; some encouragement needs to be given by the Board of Selectmen to the Planning Board to make sure there are reviews of the Escrow Accounts every twelve (12) months with prices ever changing. There will be more roads to follow. Too much money is being released.

R. Wentworth stated they will talk about it at the next meeting about getting ahold of the State regarding getting the water drawn down on the lake. Noting that the Wetlands Permit for the project is going to be expiring. In addition, the money will be expiring so the project needs to be done this year. Our wetlands people informed K. Roberts that there are a lot of Towns waiting for the draw down because there are projects that need to be done

and are on standby because of the lake level; there may be more than one Town that would like to request this and getting together as a group might be helpful. Discussion at the next meeting.

Bob Holt approached the Board in reference to several questions of concern:

- Old Home Week Car Show Event - Rumor it is not happening; it is.
- Auction Properties - Town Properties, Date set; not yet, will be forth coming.
- Water Department Alarm Quotes - How will they be paid for; out of the unanticipated expense line, which currently has 4K in the fund.
- Highway Department Truck, Insurance claim - it was from an accident we recouped roughly 13K, truck not fixed due to the value of the truck being only 5K and it is next in the rotation to be replaced, vehicle is still being used and safe for the roads.
- Merit and COLA Meeting - July 22nd at 6:00 PM questioned whether public or non-public; should be in Public Session.

Ray Howard approached the Board and requested a daily patrol on Stockbridge Corner Road with a lot more pedestrian activity on the road. The vehicles seem to be increasing in speed.

R. Wentworth voiced that this is a problem that is being felt all over Town and in other Towns as well. Unfortunately it seems that traffic speed has increased; there are more accidents with more traffic in general. The Town is working on trying to get more patrols out and visible to reduce speeds.

Barbara Howard approached the Board to inquire about the current policy on speeding, are tickets actually being written. It was her feeling that at one time it was the "flare of the Board" (referred to past Board) to just give warnings because they didn't want bad feelings in Town. The Board does not dictate what a Police Officer does. Something bad is going to happen!

R. Heath was invited to add to the discussion. V. MacDonald thanked him for placing a cruiser by the electric company with traffic moving at 30 MPH all the way to the Community Center. The Chief spoke about the fluctuation in population in Town this time of year. His department is based on full-time staff and augments as best as they can with the part-time officers but are not staffed for 20,000 to 25,000 person population; we are out there doing the best that we can, making a dent, going from road to road. There has been concentrated efforts on the roads of concern. We have documented patrols on Stockbridge Corner Road, New Durham Road, Prospect Mountain Road and areas that are spoken about on a regular basis with directed patrols when the calls come in. Concentrated complaints are documented with a paper trail. The radar trailer should be back up and running soon. There are a lot of policies and procedures for traffic enforcement in place that are being implemented. We have a large area to include call volume vs. square area for coverage, we do the best we can with our resources and we all know that there are shortcomings. The rounds are being done and the areas are been hit and we will continue to do the directed patrols with documentation of such. P. LaRochelle asked if consideration had been given to placing a cruiser in the Bay at the crosswalk of the restrooms near the Town Beach. R. Heath stated that they are struggling to put an unmanned car anywhere, the radar trailer meets that purpose and is a great asset however we are waiting for the part for the repair, it is a build to ship part. There is a history of vandalism to unmanned police cruisers, which is a concern. R. Wentworth voiced that in general next year that the crosswalks need to be looked into especially in the area of the swim dock near the Christian Conference Center; visibility is terrible; should be visited in the future.

Bob Holt approached the Board referencing the radar unit feeling that it works good and suggested the possibility three (3) units; this would need to be placed in the budget.

Barbara Howard inquired about the amount of mutual aid being provided. R. Wentworth will be inquiring about that situation and will get back to Ms. Howard

C. Shapleigh voiced that the officers that are sent out of Town on contract work are officers that are not regularly scheduled to work during the week so unless there is going to be an increase to what we are willing to budget for, for police patrols during the Summer, it won't matter if they are going out on contract work during the week. Everyone keeps telling us we are paying too much, we have too many cruisers, we have too many police etc., etc. If this is how people feel then we need to adopt a different attitude. We do not send an on duty police officer out of town to do contract work. R. Wentworth voiced that our cruisers are going out of town when they could be

sitting somewhere unmanned on Main Street to combat the issues. A somewhat controversial discussion ensued between the Board members on the subject; possibly be revisited.

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

None

Non-Public Session:

R. Wentworth made a motion to enter into non-public session pursuant to RSA 91-A:3, II (a) (b) and (e) at 7:17 PM and V. MacDonald seconded. The Board was polled in the affirmative by roll call with all in favor of the motion.

P. LaRochelle, yes
P. Wittmann, yes
C. Shapleigh, yes
V. MacDonald, yes
R. Wentworth, yes

Adjournment

R. Wentworth moved at 7:48pm to exit nonpublic session. C. Shapleigh seconded. Roll call vote:
C. Shapleigh - yes V. MacDonald - yes
P. Wittmann - yes P. Larochelle - yes
R. Wentworth - yes Roll call vote carried unanimously.

R. Wentworth moved to “not divulge” #2 because divulgence of the information would render the proposed action of the board ineffective. C. Shapleigh seconded. Roll call vote:
C. Shapleigh - yes V. MacDonald - yes
P. Wittmann - yes P. Larochelle - yes
R. Wentworth - yes Roll call vote carried unanimously.

V. MacDonald expressed concern about the properties on Evans Road not being able to be developed due to the condition of the road. He will discuss this with the Planning Board.

R. Wentworth moved at 7:52pm to adjourn. P. Wittmann seconded. Motion carried

Respectfully Submitted,

Mary K. Jarvis

Mary K. Jarvis
Recording Secretary