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Alton Board of Selectmen
Meeting Minutes
July 30, 2012
ALTON TOWN HALL

The Chairman convened the meeting at 6:00pm and led the assembly in the Pledge of Allegiance and a Moment of Silence. Those present included the following members of the Board and staff:

Cydney Johnson, Selectman
Marc DeCoff, Selectman
R. Loring Carr, Vice Chairman
David Hussey, Chairman
Peter Bolster, Selectman
E. Russell Bailey, Town Administrator

Approval of agenda

R. Bailey requested to amend the agenda to add under New Business Item No 4, Fish and Games and Signs. M. DeCoff motioned to approve the Agenda as amended; the motion was seconded by C. Johnson, and passed with all in favor.

Announcements

- Old Home Days on Saturday, August 11, 2012, the parade and the race will be held in the morning and the fireworks in the evening.
- State Primary – Will be held at the High School auditorium on September 11, 2012.

Appointments

Belknap County Commissioners

The Commissioners provided an update of the progress made in establishing a professional system of management much like a business. In doing this they have consolidated services and brought all of the aspects of the department management into a single administrative structure. This resulted in the elimination of overlapping positions and provided a centralized control of operations, budget, employee issues etc. They have a HR Director, Finance Manager, and an Administrator who is responsible for the oversight of the operations around the county.

The Commissioners are continuing to look at opportunities for region service provisions. They now have a part time Juvenile Prosecutor who works for the county and the process has been very successful. They have developed a partnership with Greater Lakes Child Advocacy Center. Since 2005 they handled 766 cases and about 24 of those were from Alton. They are working with outside agencies to make the prosecutions as efficient as possible and to provide assistance to the communities in these technical type of prosecutions.

The Commission is in the process of developing a Capital Improvement Plan. The plan will include long-term maintenance and prioritization of large projects. One of the future goals is to have a better communication and a better understanding of what it is the commissioners do and how they do it in terms of managing the counties operations finances.

The biggest issue currently is the Community Correction Program. The Commissioners have gone to the delegation and requested a supplemental appropriation to continue the jail planning process. It was granted and they are working with a renowned jail-planning consultant. This was the second phase of the process. The first phase was a comprehensive facility study of Belknap County's entire criminal justice system done by David Bennett. It was recommended by Mr. Bennett that the committee work with a jail planning consultant to develop space needs, how community resources are going to be allocated and what the physical plan is going to look like in order to deliver services and programs.

The Commissioner visited Sullivan County and looked at their facility. Sullivan County has directly addressed family issues, drug and alcohol issues and re-integration issues in a facility that is designed to allow those processes to work. In addition to the jail cells they have a way for people to move from that jail cell through programs to help the person to not return. 85-90% of incarcerated people are there due to drug and alcohol issues. If we are not able to address these issues then we are not going to be able to resolve the cost of incarceration. Supplemental appropriation was requested because of the serious concerns about the corrections budget. There is a dramatic increase in the incarceration rates; inmates staying for longer periods of times for various reasons and the costs are not going down.

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A summary was provided of the renovations made to the courthouse. The Sheriff's dispatch renovation was done and the administrative renovations are completed. A couple of smaller projects are still being worked on. Upgrades have been made to the IT system, and we are in the process of educating members about open enrollment for health insurance, in house training for computers and IT systems and monitoring of part time employees. There was a large shift in some departments from full time to permanent part time employees.

Additional information was provided to the Board after a question asked by P. Bolster regarding the need for a county prosecutor and a local prosecutor.

The Commissioner provided further information to C. Johnson on a question regarding the Sullivan County Program.

Board of Health

At 6:35pm D. Hussey motioned to adjourn as Board of Selectmen and to re-convene as The Board of Health. L. Carr seconded the motion, with all in favor. The Chairman polled the Board members and each voted in the affirmative and the motion passed with all in favor.

Building Inspector J. Dever and Deborah Hines of Hines Septic System presented waivers requested by Bradley Parker Revocable Trust

- Parker Trust – Map 35 Lot 51
The Board reviewed the pictures and plans provided by Mr. Dever and Ms. Hines for 191 East Side Drive, which is a 4700 sq. foot lot. There was a discussion of the layout of the proposed septic system that will include a clean water solution system. Motion made by M. DeCoff to approve 191 East Side Drive waiver as presented, seconded by C. Johnson, and passed all in favor.
- Parker Trust – Map 35 Lot 55
The Board reviewed the pictures and plans provided by Mr. Dever and Ms. Hines for 195 East Side Drive, which is a 3484 sq. feet lot. Motion made by P. Bolster to approve 195 East Side Drive waiver as presented, seconded by L. Carr and passed all in favor.

At 6:50 pm M. DeCoff motioned to adjourn as Board of Health and re-convene as Board of Selectmen, seconded by P. Bolster, and passed all in favor.

Selectmen's committee Reports

C. Johnson informed the Board that the First Economic Development meeting is scheduled to be held August 14th, at 6:00pm. Anyone interested in serving on the committee should come to the meeting on the 14th. If there is an overwhelming turnout, a determination that evening will be made on how people will be chosen to sit on the committee.

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Town Administrator Reports

- A letter was received from the Fire Chief in reference to the two fire firefighters who saved a young girl. P. Bolster will present the firefighters with a citation on behalf of the Governor and M. DeCoff will present a citation on behalf of the Board of Selectmen at the August 20th meeting.
- The Town of Wakefield is performing an organizational study on all of their departments and has contacted the Town of Alton with a request to include the Town in their study. The study will include five or six similar sized towns in the Lakes Region and would contain information how the towns are organized, their activity levels, etc. Alton would be able to obtain the final results of the study and the Town Administrator believes that it could prove useful in seeing how the other towns are organized. A seven or eight page survey would need to be completed and representatives from the Town of Wakefield may come in and speak to the Town of Alton Department Heads. The Board has no objections.
- A representative from K. Ayotte's office has requested to come to the August 20th meeting and ask the Board if they have any questions. The representative would then be available to speak further to the town residents in the Heike Room. The Board has no objections.
- Mr. Bolster informed the board that a \$40,000.00 donation was received from the Gilman Association for the renovation of the Senior Center. This will allow the renovation to move ahead to Phase II. There is currently \$77,000.00 available for Phase II and overall costs will be around \$103,000.00. Mr. Bolster gave an overview on the renovations that are scheduled and planned. Phase II should be completed within a year and then Phase IIA will begin.

There was a discussion on the use of the Gilman Home as the Senior Center. It was determined that the space is not adequate for gatherings and functions.

- NASCAR Race – The Town is pursuing with the NHDOT and the Race Track to be compensated for the extra police officers needed for traffic detail. The Police chief will be attending a meeting with the DOT. On the day of the race, a representative from the DOT was in Alton observing the traffic. The Town Administrator will receive an update on how the meeting with the DOT progressed and may request that the BOS initiate a letter requesting reimbursement.
- For information purposes, an advisory from the Department of Health was received due to the first case of West Nile that has been found in Manchester.
- For information purposes with regards to the budget season, The Coalition, in reference to donor towns, are asking for funding for 2013.

Public Input 1

Ruth Arsenault

Ms. Arsenault was looking for an update on the sidewalk project. Mr. Bailey informed her that the bids are due tomorrow. Ms. Arsenault noted that in the areas where there is asphalt over cement it is cracked every three feet. To put asphalt over it again is not going to be useful. Mr. Bailey acknowledged the cracks and stated he has spoken to Mr. Roberts about doing some patching on them. There was a discussion on the use of asphalt vs. concrete and the costs associated with both. Mr. Bailey provided an overview on what areas of the sidewalk project would be completed this year. Chairman Hussey stated there are other projects coming up that can't be discussed at this time and assured Ms. Arsenault that when it was completed she would be very satisfied.

Public Input Closed

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Approval of Selectmen's Minutes

June 18, 2012 – L. Carr motioned to approve the June 18th of Public Session I minutes as presented, seconded by M. DeCoff, and assed all in favor.

June 18, 2012 – L. Carr motioned to approve the June 18th Non Public Session minutes, Opening No. 2 and No. 5, with a correction to the wording on No. 5, second sentence, should read “also review the legal obligations of the current lease”, seconded by M. DeCoff, and passed all in favor.

June 18, 2012 - L. Carr motioned to approve the June 18th Public Session II minutes as presented, seconded by P. Bolster, and passed all in favor.

June 20, 2012- L. Carr motioned to approve the June 20th, Public Session I minutes as presented, seconded by M. DeCoff with a correction to No. 2, No. C “it’s also discussed” seconded by C Johnson, and passed all in favor.

June 20, 2012 – L. Carr motioned to approve the June 20th Public Session II minutes as presented, seconded by M. DeCoff and passed all in favor.

June 20, 2012 – L. Carr motioned to approve the Non-Public session minutes as presented opening Letter. A, seconded by M. DeCoff, passed all in favor.

June 27, 2012 – L Carr motioned to approve the June 27th Public Session I minutes as presented, with correction to No. 8 on the bottom, L. Carr was appointed, it should include “**interim**” as M. DeCoff is on vacation. Seconded by M. DeCoff and passed all in favor.

June 27, 2012 – L. Carr motioned to approve the June 27th Non-Public Session minutes as presented, opening none, seconded by C. Johnson, passed all in favor.

June 27, 2012 – L. Carr motioned to approve the June 27th Public Session II minutes as presented, seconded by M. DeCoff, passed all in favor.

July 5, 2012 – L. Carr motioned to approve the July 5th Public Session I minutes with correction to No. 1 the wording should read, Home Schooling Program, all in favor.

July 5, 2012 – L Carr motioned to approve the July 5th Public session II minutes as presented seconded by M. DeCoff, passed all in favor.

July 5, 2012 – L Carr motioned to approve the Non Public Session minutes as presented opening none, passed all in favor with abstention by P. Bolster.

July 19, 2012 – L. Carr motioned to approve the Public Session I minutes as presented, seconded by M. DeCoff, and passed all in favor.

July 19, 2012 – L. Carr motioned to approve the Public Session II minutes as presented, seconded by M. DeCoff, and passed all in favor.

Old Business

- Road Reconstruction Status – Work is currently in progress on Rand Hill Road and the goal is to finish up to Alton Mountain, and then proceed to the other side of Rand Hill Road and work toward the culvert. The two culvert bids have been approved but the final contract has not been signed due to the fact that the company is still working on specification issues. To date we have

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\$1,050,000.00. Paving for Rand Hill was \$200,000.00 and the culvert is close to \$200,000.00.

Paving is complete on all other roads and the billing is up to date. A workshop will be scheduled for next week with Mr. Roberts to review all the remaining work and up coming priorities.

There was a request from a resident and a copy of the letter was provided to the Board. A motion was made by C. Johnson to review the letter in the workshop, seconded by D. Hussey, passed all in favor.

- Hawkers and Vendors Ordinance Amendment – R. Bailey presented the Board with a recommended language change. Currently, when a request is made for several dates, payment is not expected up front and this has created some issues. The Town Administrator is recommending payment at the time of the reservation and is recommending the language be changed to, upon receipt of the application all fees must be paid; upon approval payment would be processed. If it is not approved, payment would be returned. There was a discussion on refunds and cancellations. A motion was made by C. Johnson to discuss further in the workshop and get an opinion from Attorney Sessler, seconded by D. Hussey and passed all in favor.
- Town Hall Project Status – R. Bailey provided an update on the following bids: Windows - a separate bid will be going out for the windows and the Town is looking at fiberglass or vinyl clad wood. There was a discussion on the color of the windows and due to the historic nature of the building it has been decided that white windows will not be used. The bid for installation, which will include: a roof vent, new HVA system, individual units for heat and air, hot and cold water systems, chiller outside, and propane for fuel is being prepared. A bid is being prepared for a contractor to do most of the work including installation of the windows. The Town is also looking to replace building lighting and is working with NH Coop and a grant is available. It is hoped to have most of the work completed this fall.
- Highway Tree Cutting for Trask Side Road – The recommendation is for the low bidder, Urban Tree Company, for \$11,520.00, contingent upon insurance verification. Motion by D. Hussey to accept bid of \$11,520.00 from Urban Tree Company, seconded by C. Johnson, and passed all in favor.
- Catch basins – It is the recommendation of the Highway Department to go with Concord WinWater for \$478.83 for frames and grates. Two other quotes were received and only one bid. Since only one bid was received, quotes were solicited from EJ Prescott and JAF Industries as a comparison. The quote from EJ Prescott was \$556.00 and JAF was \$796.00. Motion by D. Hussey to accept bid, seconded by M. DeCoff and passed all in favor.
- Transfer Station Bids – Only one bid was received. A decision was made not to open the bid and to have it remain sealed and either extend or re-bid. Staff recommendation is to re-bid with a new due date of August 16th. Motion by D. Hussey to approve recommendation, seconded by M. DeCoff and passed all in favor.

New business

- Pole Petition – Chamberlain Road, Motion by P. Bolster to approve Pole Petition by NH Electric Coop on Chamberlain road, seconded by M. DeCoff and passed all in favor
- Petition for Pole License – This is for information purposes only, Petition for Pole License for 1 pole at the intersection of Rte 25 and Hidden Springs.
- Road Sign Request – A Smith Point Road resident has requested a Slow Children sign. There is currently already one sign on the road. The police are recommending cutting the speed limit down

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to 25 mph and the installation of an additional sign. Motion made by P. Bolster to accept request, seconded by M. DeCoff and passed all in favor.

- Local Government Center Legislative Review – The Board will discuss at the next workshop.
- Fish and Game Landowner Participation Agreement, they have a program where they will provide the Town with free signs for any open public land, various types of signs are available. There is no cost to the town but there is a requirement that at least 80% of the land has to be available to the public. The Town Administrator recommends. Motion made by M. DeCoff to accept Fish and Game Landowner Participation Agreement and to grant R. Bailey signature authorization, seconded by D. Hussey and passed all in favor.

Public Input II
None Seen or Heard

Non-Public Session

At 7:50pm D. Hussey motioned to enter into Non-Public Session pursuant to RSA91-A,3,2 (a) personnel (c) character/reputation and (e) claims/litigation, the motion was seconded by L. Carr, The Chairman polled the Board members and each voted in the affirmative and the motion passed with all in favor.

Respectfully submitted,

Peggy Hawksley, Recorder

Minutes Approved: August 20, 2012