

ALTON BOARD OF SELECTMEN

Minutes

August 5, 2019

6:00 PM

1 Monument Square

Alton, NH 03809

Approved: August 19, 2019

Re-Approved as Amended on Page 6: October 7, 2019

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Vice-Chairman V. MacDonald convened the meeting at 6:00PM and 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 Excused Absence  
Virgil MacDonald, Vice Chairman  
Cydney Shapleigh, Selectwoman  
Philip V. Wittmann, Selectman  
Paul LaRochelle, Selectman  
Elizabeth Dionne, Town Administrator

**Announcements:**

- Old Home Week Festivities begin on Friday, August 9<sup>th</sup> with the Family Block Party at the B&M Railroad Park and continue with various events through Sunday, August 18<sup>th</sup>.
- The Fireworks display are scheduled for on Saturday, August 10<sup>th</sup> at 9:00 PM if necessary a rain date of August 11<sup>th</sup> at 9:00 PM.

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

None

**Appointments:**

Zoning Board Annual Status Update

Paul Monzienne approached the board and stated that it was a great suggestion to meet and communicate. The Zoning Board of Adjustment continues to function very well. They haven't always had good communication with the Select Board but with P. LaRochelle on the board it is much better. The board continues to see a steady flow of applications to the department. John Dever is an asset to the board with his input to the ZBA and ZAC boards. The Zoning Boards is now at a full board status. Paul does state that they would like someone from the community to serve as an alternate member.

Code Enforcement Annual Status Update

John Dever approached the board and states that this year is extraordinarily busy going from January to April with no house permits. Since the first of April he has seen 19 permits with a total of 94 house permits and two sitting on his desk. He stated that he has been busy with a variety of complaints. John stated that he and his secretary have been very busy helping the Planning Department in the absence of a Town Planner. V. MacDonald asked if the number of permits are the same as last year. John stated that they are ahead this year. He stated that last year was a total of 24 houses and this year they will be a 21 by the end of the day tomorrow.

**New Business:**

1. Capital Improvement Program Expectations (CIP) - Discussion

Bob Regan approached the Board with members of the CIP committee. He stated that Master Plan is quite old. It was published in 2007. He would like a clear set of expectations from the Select Board as to what the CIP committee is going to do. Roger Sample stated that some of the information last year was late and the committee is asking what the Select Board want them to do and when they want them to do it. B. Regan stated that one thing that they took into consideration was the information acquire from the

All in for Alton survey. He stated that they are not looking to do a new Master Plan at this time but he would like to have the endorsement of the board that they would bring up some of those items as part of their deliberations in addition to input they receive from the department heads. Peter Bolster stated that about three years ago the Select Board asked the Planning board to start working on the CIP. He stated that they worked very hard with L. Dionne. He stated that the CIP committee would like to hear what the Select Board would like them to do. He is asking the Select Board to give them some guidance as to what they have in mind over the next 10-15 years. C. Shapleigh stated that she agrees with everything that has been said but in the CIP handbook it states that it is not a Selectman decision. It's a Planning Board decision. C. Shapleigh stated that perhaps the threshold is too low at \$20,000.00. P. Bolster stated that is the amount they were told when they started. Jessica Call stated that she could do some research with other towns. P. Bolster said it would be really nice to move it up to \$50,000.00. B. Regan asked if they would be allowed to add an amendment to the CIP Policy and Procedures Handbook that states that the threshold is \$50,000.00 not \$20,000.00. V. MacDonald stated that has to be done by the Planning Board. P. Bolster asked for some guidance that it would be a good idea to raise the threshold. P. Bolster asked the Board to subtly nod their heads if they are in agreement to raise the threshold.

2. Special Event Application; Alton Fireman's Association Chicken BBQ, 8/17/2019 - Approval

C. Shapleigh made a motion to approve the Alton Fireman's Association application for Chicken BBQ as presented and P. Wittman seconded with all in favor of the motion.

3. Parks and Recreation Commission Recommendation; Riley Road Parking Issue

Kellie Troendle approached the board to discuss a memo referencing the Parks and Recreation Commission's consensus about parking at the Riley Road Swim area. John Dever approached the board to tell the board that he expects to speak to the owner of the Air Bnb in the next day or so. The Board discusses several options and reasons for signs.

P. LaRochelle made a motion to put a sign that states "Beach Patrons Only/ No Overnight Parking/ Vehicles Towed at Owner's Expense" at the Riley Beach Swim Area and P. Wittman seconded with all in favor of the motion.

4. Old Home Week; Proclamation Request; Barbershopper's

P. Wittman made a motion to approve the Town of Alton Proclamation for the Barbershopper's and C. Shapleigh seconded with all in favor of the motion.

5. New Riverside Cemetery Engineering Discussion - Potential Warrant Article

L. Dionne stated that this was something that the Board, at a previous workshop, asked to be brought back to a meeting to talk about. The discussion was about a warrant article for engineering for New Riverside Cemetery. K. Roberts explained all the work that will need to be done. Discussion ensued.

V. MacDonald made a motion to set up a warrant article and C. Shapleigh seconded with all in favor of the motion.

6. NH Fish and Game Department Discussion - Downing's Landing Construction Project & Street Light

Garrett Graaskamp from New Hampshire Fish and Game handed out a plan for the work that will be done at Downing's Landing refurbishment. He gave a timeline of the work that will be completed. It will take a year or so to complete. It will be done in two phases. Ken Roberts explained work that he would like to do while Fish and Game is doing their work. G. Graaskamp mentioned that there is a street light on the existing dock that needs to be removed. It is located on Fish and Game property but paid for by the town.

V. MacDonald made a motion to give NH Fish and Game permission to remove the streetlight at Downing's Landing and P. LaRochelle seconded with all in favor of the motion.

G. Graaskamp did state that he would contact L. Dionne tomorrow with the name of the woman at NH Electric Coop to have the service suspended. He did state that there is the possibility that the boat ramp will not open for service next year.

7. Highway Department; Paving Contract 2-Year Extension - Approval

Ken Roberts approached the board. He stated that he would like to extend the contract for paving by 2 years. He stated that the only increase is on the pavement.

C. Shapleigh made a motion to approve the 2-year extension for paving and V. MacDonald seconded with all in favor of the motion.

Old Business:

1. Purchase of Town Owned Property; Coffin Brook Road, Map 43 Lot 5

L. Dionne stated that this is in reference to a gentleman who wanted to purchase the town owned burn dump. She stated that she spoke to DES and there has been no testing done on it. She stated that there is a legal opinion in the binders and it can be sold. There is a deed where the owner deeded it to the town. There are two RSAs dealing with the Board selling land. The non-tax deeded land needs to go out as a warrant article. It is the Board's decision to put it out for sale. V. MacDonald feels it needs to go out to the Town. C. Shapleigh asked if the question is to allow the one individual to be able to buy it. P. LaRochelle states that he feels that it should not be able to allow everyone to put a bid in.

V. MacDonald made a motion to send it to Jim Sessler for wording about holding us responsible.

P. LaRochelle made a motion to for Mr. Ejarque to purchase the property that is on Coffin Brook Road and that this person is responsible paying for testing and holding us harmless V. MacDonald seconded and all in favor of the motion.

2. Special Event Application; Castleberry Fairs, 8/31/19, 9/1/2019 & 9/2/2019 - Approval & Set Cost

L. Dionne presented a report from the Parks & Rec Director about the craft fair. It went very well. She explained that there are some variables for a three-day event including trash disposal. The fee that was set for a two-day event was \$2,000.00. She suggests increasing it for a three-day event. The septic would be increased for a three-day event. Discussion ensued.

C. Shapleigh made a motion to approve the application for Castleberry Fair at a cost of \$4,500.00 and V. MacDonald seconded with all in favor of the motion.

Diane Crystal approached the board with questions on behalf of Terry Mullen.

3. Gilman Museum Exterior Bid Results

L. Dionne presented the board with bid results. P. LaRochelle asked if there was only one bid result. L. Dionne stated there was only one bid for \$7,265.00. V. MacDonald asked what the original bid was. Discussion ensued.

P. LaRochelle stated that he would like to see it go back out to bid to do #1 and #2 of the bid. L. Dionne stated that she would get back to them on that.

4. Lowering of Lake Level Discussion

V. MacDonald stated that there is not much that can be done about this.

5. Cemetery Department; Mowing Discussion

L. Dionne stated that the board asked that the Director and Cemetery Sexton to appear before them. Kellie Troendle approached the board and asked how the board would like her to handle covering when people are on vacation. She stated that she contacted the Highway department and they didn't have anyone to help. P. LaRochelle feels that it is a management issue. Jim Anderson stated that to have it ready for Memorial Day was 97.5 hours. K. Troendle stated that she does not want to be in that situation again. They were trying to get several things around town taken care of. K. Troendle stated that it is not easy to mow the cemetery. It is a learning curve.

6. Highway Department; 1997 Mack Truck - Insurance Claim Opinion

Ken Roberts approached the board and presented the bid recommendation for the 1997 Mack Truck. He stated that it is on the unusual side. He is recommending the highest bid because it was the only complete bid. K. Roberts has approached Donovan and negotiated some changes to the bid. The bid is not as high as it was. The other two bids did not include references. C. Shapleigh asked if it was worth the extra \$20,000.00 for a 5-minute phone call to the bidders. K. Roberts stated that they were not complete bids. The bids required references.

V. MacDonald made a motion that the bid go to Donovan Equipment and K. Roberts has the right no negotiate with them and P. LaRochelle seconded with all in favor.

C. Shapleigh made a motion to award the bid to Donovan Equipment in the amount of \$66,120.00 and V. MacDonald seconded with all in favor of the motion.

7. Highway Department; Truck Build Bid Recommendation

This is combined with #6.

8. Sales and Solicitation Ordinance Proposal

L. Dionne presented a new Sales and Solicitation Ordinance. She stated that it is a total revamp and new ordinance. Things that are not Sales and Solicitation have been removed. She took the recommendations from the board and scattered them into the appropriate areas. A public hearing will need to be held for approval if the board would like to move forward.

P. Wittmann would like it brought back up at a future meeting and P. LaRochelle agreed.

Selectmen Reports

P. Wittmann stated that the Old Home Week committee met this week and tied everything up for this year's Old Home Week.

P. LaRochelle stated that there is going to be another concert on the Water Bandstand on August 16<sup>th</sup>.

Town Administrator Report

L. Dionne informed the board that the first meeting of September will be on Labor Day and Town Hall will be closed. She suggested that they reschedule. After some discussion it was the board's consensus to move the meeting to Monday, September 9.

L. Dionne presented the board with two letters from Primex. The letters are informing the town that they will be receiving a Premium Holiday distribution for the Property & Liability Program and Workers' Compensation Program. She asked the board if they preferred to have the amounts credited or receive checks.

C. Shapleigh made a motion to except the refund as revenue for the year and P. Wittmann seconded with all in favor of the motion.

L. Dionne informed the board that the auction for tax-deed properties has been set for Saturday, September 21 at 10:00 am upstairs in Town Hall. She asked that the board members be here between 9:00 and 9:15 am.

L. Dionne had a question about budgets and the Water Department. Now that the Water Department is a regular and official town department under the Selectmen they have insurance and benefits in their budget whereas all the other town departments do not. She asked if the board would like it to be the same for the Water Department moving forward. It was the consensus of the board to leave it the way it is for now.

L. Dionne presented an email from the auditor. The previous Water Department revenue funds were not put into their enterprise fund. There was some discussion that a warrant article would need to be created asking the voters to take that dollar amount out of the fund balance to put into the Water Revenue Fund. There is the possibility that may not need to happen. She has asked the Finance Department to look into the General Fund. She will bring more information back to the board.

L. Dionne presented an email from Attorney Upton. She asked the board if they would like him to be here prior to next week's meeting 6:00 start time. It was the consensus of the board to have him here for 5:30 pm.

L. Dionne presented an email in reference to the Town Hall Lift that goes from the first floor to the second floor. As of a year ago the company that installed it that it would last for another year or two. They do not make replacement parts for it any longer. An estimate was obtained a year ago to replace it for \$50,000.00. It was the consensus of the board to have a warrant article written.

L. Dionne informed the board of some serious issues with the most recent work that has been done on the infields of Jones Field. A final bill was handed in today. K. Troendle informed her that everything was not okay with the work that was done. K. Roberts stated that a lot of the work that has been done has not been approved by someone. There is still a lot of work that needs to be done.

V. MacDonald made a motion to issue a stop & desist order and C. Shapleigh seconded with all in favor of the motion of the motion.

**Approval of Minutes**

Public Session, July 15, 2019

C. Shapleigh made a motion to approve the minutes of July 15, 2019 as presented and P. Wittmann seconded. The vote was 3 approved, 1 abstention, C. Shapleigh

Non-Public Session, July 15, 2019

C. Shapleigh made a motion to approve the Non-Public minutes of July 15, 2019 as presented divulging #1, 2, and 4 and P. LaRochelle seconded. The vote was 3 approved, 1 abstention, C. Shapleigh

Public Workshop Session, July 22, 2019

V. MacDonald made a motion to approve the minutes of Workshop July 22, 2019 as presented and P. Wittmann seconded. The vote was 3 approved, 1 abstention, C. Shapleigh

**Approval of Consent Agenda**

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

**1. 2019 Administrative Abatement Requests - Grants**

Alton Shores Association Inc.	Map 71 Lot 139	Residential	Refund \$79
Alton Shores Association Inc.	Map 71 Lot 138	Residential	Refund \$29
Alton Shores Association Inc	Map 71 Lot 137	Residential	Refund \$44

Paul J Kroon	Map 54 Lot 11-06	Camper	Refund \$41
Daniel Stirk	Map 19 Lot 8-2-41	Wood Deck	Refund \$11

**Excavation Billing**

Penny Williams Scott I Williams	Map 8 Lot 3-2	Operation # 18-011-02-E	\$71.00
Paul W. George	Map 38 Lot 21-1	Operation # 18-011-03-E	\$116.22

**Timber Yield Tax**

Charlotte W. Swaffield 1998 Rev Trust	Map 19 Lot 25	Operation #18-011- 25 T	\$1,001.15
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**2. 2019 Abatement Request as Credit to Customer Account**

Diana Rush	Map 33 Lot 33-98	Billing Error Account 533/546	Credit \$75.00
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3. Approval, Parks & Rec, End of Probation Increase; Beau Betz, Administrative Assistant, \$15.79/hr to \$16.04/hr, effective 07/22/19  
  
Approval, Parks & Rec, 2% COLA Increase; Beau Betz, Administrative Assistant, \$16.04/hr to \$16.36/hr, effective 07/22/19
4. Approval, Fire Department, End of Probation Increase; James Beaudoin, Fire Chief, \$78,000.00 to \$78,520.00, effective 07/23/19  
  
Approval, Fire Department, 2% COLA Increase; James Beaudoin, Fire Chief, \$78,520.00 to \$80,090.40, effective 07/23/19  
  
Approval, Fire Department, Certification Change; Heather J. Luby, FF/EMT-B (Basic) to FF/EMT-A (Advanced), \$14.98/hr to \$16.48/hr, effective 07/12/19
5. Approval, Highway Department, Conditional Hire; Matthew S. Peetz, Truck Driver, \$17.19/hr
6. Approval, Building Department, Conditional Hire; Jennifer B. Riel, Recording Secretary (ZBA), \$16.83/hr

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

Joseph Haas from Gilmanton approached the board and had an update when the Selectmen told him to go to another town and get some stuff done. They finally agreed to have a non-public session on his individual abatement application finally. He was trying to get other people to an amendment to their abatement application and he found out last week that two were denied. He wrote to those two people and told them what he was trying to do over in Gilmanton and maybe they could put a motion in Alton if they wanted to. He did put an appointment form in to meet at a future meeting. He asked about a driveway permit for the property on Arianna Drive. He suggested the board look at courses at NH Municipal Association and Primex about what is law and what is not law. He mentioned COLA being paid out with Apollo 11 coins. He spoke to someone in Wolfeboro.

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

**Non-Public Session:**

Made a motion to enter into non-public session pursuant to RSA 91-A;3, II (a) and (b) at 9:14 PM and seconded. The Board was polled in the affirmative by roll call with all in favor of the motion.

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

C. Shapleigh moved at 9:37pm to exit nonpublic session. V. MacDonald seconded. Roll call vote:  
C. Shapleigh - yes                      V. MacDonald - yes  
P. Wittmann - yes                      P. LaRochelle - yes                      Roll call vote carried unanimously.

V. MacDonald moved to “not divulge” the minutes because divulgence of the information likely would render any proposed action of the board ineffective. C. Shapleigh seconded. Roll call vote:  
C. Shapleigh - yes                      V. MacDonald - yes  
P. Wittmann - yes                      P. LaRochelle - yes                      Roll call vote carried unanimously.

**Adjournment**

V. MacDonald moved at 9:38pm to adjourn. P. LaRochelle seconded. Motion carried.

Respectfully Submitted,

*Stacy L. Bailey*

Stacy L. Bailey  
Recording Secretary