

ALTON BOARD OF SELECTMEN

Meeting Minutes

August 26, 2015

6:00 PM

1 Monument Square

Alton, NH 03809

Approved: September 14, 2015

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
Virgil MacDonald, Selectman
E. Russell Bailey, Town Administrator

R. Loring Carr, Selectman was absent

Approval of the Agenda

E. Russell Bailey requested adding #7 under new business the vacancy and posting of the Town Administrator position.

Lou LaCourse requested adding #8 to new business regarding the Mt. Washington Alton schedule.

Lou LaCourse made a motion to approve the agenda as amended and Virgil MacDonald seconded with all in favor of the motion.

Appointments:

Lakes Region Partnership for Public Health

Susan Laverack, Associate Director, Lisa Morris, Executive Director, and Kathleen Merriam, Coordinator of Volunteers were present as representatives of the Lakes Region Partnership for Public Health. Each gave an overview of the services that are offered to the Town of Alton and surrounding communities. Lisa gave an overview of the agency, Susan gave an overview of emergency preparedness and Kathleen gave an overview of the community emergency response team (CERT).

Cydney Johnson thanked the representatives from the Lakes Region Partnership for Public Health letting them know that community involvement is important.

Alton Garden Club

Joan Blackwood from the Alton Garden Club provided a handout to the Board showing slight changes to the narrow islands sections for the proposed bay project. A possible change using rocks with pass-thru's was discussed and it was noted that the Water Department has agreed to provide free water. There will be a need for the Highway

Department to assist and there will be a need to work in conjunction with the sidewalk project. There was discussion on the different options for the proposed project. Joan was unsure of the protocol of when and what she needs to do to go before the Board. Cydney Johnson addressed her concerns stating that the Board would need to discuss and approve then authorize the Town Administrator or his assignee to work directly with you. Joan further elaborated on the proposed changes and potential costs. Again, Cydney addressed her concerns stating that it would be Joan's responsibility to get bids/estimates, bring them back, in writing, to the Board for approval with definitive goals of how the club would fundraise and a timeline. This needs to be in writing so that it would be available for inspection, review and comment by anyone who might like to review the matter.

E. Russell Bailey noted that he would provide assistance to Joan to put the project together.

Further discussion transpired regarding changes to the design and if it would be acceptable to use vinyl opposed to wood.

Joan Blackwood was thanked for her presentation.

BOARD OF HEALTH

Cydney Johnson made a motion to Recess as the Board of Selectmen and to convene as Board of Health and Lou La Course seconded with all in favor of the motion.

Septic Waiver Request, Map 33, Lot 8; Sciola

John Dever, Health Officer and Tom & May Varney, designers were present to answer any questions in reference to the septic waiver requests. John noted that there is an additional request that was not listed on the paperwork which is the leach field to culvert, Required 75' Actual 66'. This request is for a small lot on East Side Drive on the shore side of the road with adequate distance from the lake. This is for a failed system with nothing currently on record. Property line setback is not necessary.

Virgil MacDonald made a motion to accept the septic waiver designs for East Side Drive Map 78 Lot 34

- EDA to Stormwater Runoff: Required 75'; Actual 22'
- EDA to Culvert Openings: (Under Drive): Required 75'; Actual 22'+23'
- Tank to Culvert (Under Drive): Required 75'; Actual 32.5'+ 42.5'
- Tank to Culvert (Under Road): Required 75'; Actual 52'
- EDA to Culvert (Under Road): Required 75'; Actual 66'

and Phil Wittmann seconded with all in favor of the motion. At this time Tom Varney noted that the Map and Lot number were incorrect and should be Map 33 Lot 8. Virgil MacDonald amended his motion to reflect the correct Map 33, Lot 8.

Cydney Johnson made a motion to adjourn as Board of Health and to Re-Convene as Board of Selectmen and Lou LaCourse seconded with all in favor of the motion.

Announcements:

- Town Offices will be closed on Monday, September 7, 2015 in observance of Labor Day.
- The Town Clerk/Tax Collector's Office will be closed on Thursday, September 10, 2015 for the staff to attend the Annual NH Town Clerk Conference.

Selectmen's Committee Report

Phil Wittmann reported that he attended the Parks n Recreation Commission meeting that began at Jones Field. They have put together a wish list referencing the "spot a pot" location and that there is no handicap accessibility. Reporting that the Commission also met with Joan Blackwood from the Alton Garden Club she stated that she had conversation with the Water Department and they would provide water at no charge to them. This brought forth some questions of the consistency of charging for water. There was discussion on the bandstand proposal and Phil read an excerpt from the Parks n Recreation minutes regarding the proposed "gingerbread type structure", bandstand with the opinion that they would like to see the bandstand remain exactly as it is today. Cydney Johnson inquired as to how the Parks n Recreation Commission got involved and made it clear that the Commission is an advisory board only. Virgil MacDonald suggested that this should be put out to the townspeople and let them decide.

Virgil MacDonald reported that the Budget Committee met and appointed two (2) new members; David Hershey and Marc DeCoff. They did not schedule another meeting as they are waiting on the budget meeting schedule.

Lou LaCourse had nothing to report.

Cydney Johnson noted that the Zoning Amendment Committee (ZAC) meeting was cancelled.

Town Administrator's Report and Updates

Halloween

A recommendation has been made for the hours and date for Halloween, Saturday, October 31, 2015 from 5-7 PM this is from both the Police Department and Parks and Recreation.

Virgil MacDonald made a motion to approve Halloween, Saturday, October 31, 2015 from 5-7 PM and Phil Wittmann seconded with all in favor of the motion.

Police Vehicle Surplus Items

E. Russell Bailey provided a memo to the Board from Chief Ryan Heath asking for approval to dispose of outdated surplus items from old Police vehicles. Virgil MacDonald requested that Chief Ryan Heath approach the Board to answer questions regarding the items. It was noted that if the items were sold that the money would go into the general fund. The items would be traded for scrap.

Virgil MacDonald made a motion to allow the Police Department to cash in the metal from the leftover car mounting hardware and Lou LaCourse seconded with all in favor of the motion.

Fire Department Truck, Engine 5

E. Russell Bailey received an email which was provided to the Board from the Fire Department in reference to Engine 5 failing the Pump Test and the State DOT inspections. The unit is forty (40) years old and this comes as no surprise; Russ recommends that the Board meet with the Fire Chief to go over some cost options. There was discussion on trained staffing issues for fire truck operation and mutual aid services provided from other departments. There is close to 400K in funds in the Equipment Capital Reserve Fund. The question for the Board would be to purchase a used or demo truck vs. a new truck.

E. Russell Bailey recommends that Fire Chief Ryan Ridley obtain cost options, then the Board meet with him as soon as possible. All Board members were in agreement.

Easement Agreement, Hurd Hill Road

E. Russell Bailey provided a memo in regards to an easement agreement on Hurd Hill Road for Mr. Lundy for installing culverts on the right hand side of the road by the Transfer Station. This was previously approved by the Board and is a joint Wetlands Permit between Mr. Lundy and the Town. There have been some changes made and the pipe needs to be upgraded going from a 12" pipe to a 24" pipe and adding/deleting riprap in some locations. Since the Board had already approved the prior wetlands permit, Russ is looking for approval for him to sign the amended permit and have Ken Roberts double check to make sure that he has signed off on the changes.

Virgil MacDonald made a motion to allow E. Russell Bailey to sign the amended wetlands permit and Lou LaCourse seconded with all in favor of the motion.

Virgil MacDonald requested returning to the Fire Truck issues. He brought forth that most of the issues were lights, referencing a crack in the frame stating it could be welded but they were not able to lift the cab. E. Russell Bailey stated that according to Jeff Roberts it would cost approximately 12/15K to fix the pump and the frame would cost even more money. Cydney Johnson suggested bringing in Jeff with Ryan to discuss the matter however Virgil MacDonald will stop by the Fire Department to take a look at the Fire truck. This has been an ongoing issue for several years.

Public Input I

Steve Parker approached the Board; he is intrigued about the bandstands in the bay stating that "Mrs. Blackwood is looking for 25K to do the whole thing which in his opinion is a drop in the bucket and that the town should pay for it and the water bandstand needs attention too; instead of putting this woman through all this aggravation for a lousy 25K for Alton Bay, he suggested putting the issue on a Warrant Article to see if the townspeople want to pay for it; stating "50k for both bandstands is not a lot of money". Cydney Johnson noted that there is already a plan in place for

the water bandstand. Steve Parker wants to cut the red tape and get the job done. He also stated that there is a need more public docks and new lights at the public beach. The Board will take this under advisement.

Approval of Selectmen's Minutes

July 15, 2015

Lou LaCourse made a motion to approve the minutes of Public Workshop Session I, July 15, 2015 as written and Phil Wittmann seconded with all in favor of the motion.

Lou LaCourse made a motion to approve the minutes of Non Public Workshop Session, June 15, 2015 as written opening #8, 9, 10, 11 & 12 and Phil Wittmann seconded. The vote was 3 approved, 1 opposed, Virgil MacDonald.

Lou LaCourse made a motion to approve the minutes of Public Workshop Session II, July 15, 2015 as written and Cydney Johnson seconded with all in favor of the motion.

July 20, 2015

All minutes for July 20, 2015 were tabled as there were not enough voting members at tonight's meeting to approve due to absences at that meeting.

July 27, 2015

Lou LaCourse made a motion to approve the minutes of Public Workshop Session I, July 27, 2015 as written and Cydney Johnson seconded with all in favor of the motion.

Lou LaCourse made a motion to approve the minutes of Non Public Workshop Session, July 27, 2015 as written opening nothing and Virgil MacDonald seconded with all in favor of the motion.

Lou LaCourse made a motion to approve the minutes of Public Workshop Session II, July 27, 2015 as written and Phil Wittmann seconded with all in favor of the motion.

Old Business:

2015 Project Status Report

Road Reconstruction: The Bay Hill Road drainage is almost complete and the paving should begin in September as well as Chestnut Cove Road which is currently closed while the box culverts are installed. The Woodlands Road box culverts should be beginning next week and the residents, Police and Fire will be notified that that end will be closed for approximately two (2) weeks. Ken Roberts has been looking at Places Mill Road preparing for the tree cutting and drainage issues. E. Russell Bailey recommends that a Public Hearing be scheduled for sometime in October with Ken's proposal with his recommendations; pending approved this will be put out to bid with possible tree cutting done over the winter months. Virgil MacDonald questioned what will be done after this? E. Russell Bailey responded that the Highway Department will be working on maintenance and possibly sidewalks depending on that outcome.

Pearson Road Senior/Community Center: There are two (2) different proposals; the first is for flooring, there are three (3) estimates each within their budget. The recommendation is for Alton Flooring and Tile as the low proposal of \$5,568.00 which needs the Board's approval.

Phil Wittmann made a motion to use Alton Flooring and Tile in the amount of \$5,568.00 and Virgil MacDonald seconded with all in favor of the motion.

The second proposal is for an Accordion Divider between the new and existing areas of the building; there are four (4) proposals; the low proposal recommendation is for Institutional & Office Services at \$3,300.00 delivered but not installed which needs the Board's approval; someone local will install which will be less expensive than them doing the work.

Lou LaCourse made a motion to accept the bid from Institutional & Office Services for \$3,300.00 and Virgil MacDonald seconded with all in favor of the motion.

Roberts Cove Beach: The new sign is installed and Russ was contacted by Tom Roberts and his father who owns the surrounding properties. They have offered to allow an easement to use an area across the street which is approximately a 30'x70' space for parking. Russ will pursue this further if the Board is agreeable to the offer, obtaining more specific information to be laid out, to be agreed upon between the parties involved.

Virgil made a motion to allow E. Russell Bailey to pursue the easement for the Roberts Cove Beach surrounding area and Lou LaCourse seconded with all in favor of the motion. Also the Board agreed to send a letter of thanks to them.

Police Bids Handicap Door and Siding: There are two (2) bids for the Police Department; 2 bids were received for the siding. The recommendation is for the low bidder, T-Mac in the amount of \$15,750.00.

Cydney Johnson made a motion to accept the low bidder, T-Mac in the amount of \$15,750.00 for the siding and Lou LaCourse seconded. The vote was 3 approved; 0 opposed; 1 abstention, Virgil MacDonald.

The handicap accessible door received only one (1) bid which was lower than expected at \$6,140.00. Virgil MacDonald questioned why this work was not performed when the addition work was done? Russ responded that at that time there was a very tight budget. We will talk with and negotiate with the siding bidder to potentially fix the pillars which was covered by insurance to perform that work as part of the siding project.

Virgil MacDonald made a motion to accept Score Construction for the handicap accessible door at the Police Station in the amount of \$6,140.00 and Lou LaCourse seconded with all in favor of the motion.

Bay Area Sidewalks: Based on the last meeting held at the Bay it was discussed that the sidewalks along Route 11 be done and not the brick sidewalks. There is enough

funding to do all the island areas plus a little bit more in front of the Alton Bay Community Center. There is not enough money to turn the corner at Busy Corner and there is a question of ownership at that turn. Virgil MacDonald questioned adding more grass area by the bandstand and suggested that if there is enough room, have Ken Roberts go out to measure. There was conversation regarding reducing the parking area, possibly making the area one way, the turning radius and it was noted that this is a very busy parking lot. All of these issues will need to be taken into consideration and coordinated with the Garden Club project. Virgil MacDonald suggested eliminating the sidewalks altogether and replacing them with grass; this would not be recommended. The 35K can only be used for the sidewalks in the Bay area. Virgil MacDonald also requested that Ken Roberts go down and run test pits, checking the curbing to see exactly what size they are, in order to determine what will be needed and if they are reusable. If the curbing is not the correct size then the length of sidewalks will have to be reduced due to funding. E. Russell Bailey would like to get the bid contractor back to confirm what length can be done with the available funding before the work begins. For the next meeting Russ will have the test pits done. Virgil MacDonald inquired that if the test pits are done and the curbing comes back at 17 inches then he would like to make a motion to give Russ the okay to move forward with the project. The original plan was to do the work after Labor Day, after the busy season. Russ is looking for an okay to bring the contractor in to look at the project, confirm the pricing and see exactly, point to point what can be done. The areas that can't be fixed due to funding, Russ would come back with a recommendation for a temporary fix for safety issues.

The bids have never been accepted for the sidewalks because we were not sure how we were going to proceed. Russ will need approval to move forward. There were two (2) bids: Tri-State Curb for 72K and GMI for 73K. Tri-State is the company that did our other work so we are familiar with their work. Russ is asking for approval to finalize a contract with Tri-State Curb for 646cy for \$23,256.00, have them come back out to confirm exactly what they will be doing. There is another 10K-11K for resetting the curbing and the concrete toe footing. Russ wants the contractor to come back out to walk and confirm exact numbers so that there will be no surprises.

Virgil MacDonald made a motion to move forward with the sidewalk project and Lou LaCourse seconded with all in favor of the motion.

Virgil MacDonald questioned when the bamboo was going to be sprayed? E. Russell Bailey will need to check and confirm the date with the Highway Department.

New Business:

Land Use Items as recommended by the Tax Assessor

Lou LaCourse made a motion to approve the 2015 Veteran's Tax Credit for Map 19 Lot 35 for \$500.00 and Virgil MacDonald seconded with all in favor of the motion.

Lou LaCourse made a motion to approve the 2015 Current Use Applications for Map 15 Lot 27 and Map 15 Lot 26 and Virgil MacDonald seconded with all in favor of the motion.

Lou LaCourse made a motion to approve the 2014 Added Timber Warrants for a total amount of \$1,368.01, Operation 14-011-12-T for \$334.80; Operation 14-011-22-T for \$686.21 and Operation 14-011-23-T for \$347.00 and Virgil MacDonald seconded with all in favor of the motion.

Lou LaCourse made a motion to approve the 2014 Timber Warrant for a total amount of \$3,320.77, Operation 14-011-16-T for \$1,637.67 and Operation 14-011-24-T for \$1,683.10 and Virgil MacDonald seconded with all in favor of the motion.

Milfoil and DASH Bids

These are the bid documents for the Milfoil and DASH which are required to be done on an annual basis.

Virgil MacDonald made a motion to allow the Town Administrator to put out the bid for Milfoil Treatment for the Lakes and Rivers.

At this time it was pointed out that these bids are now for three (3) years.

Lou LaCourse made a motion to allow the Town Administrator to put out the bid for the Milfoil and Herbicide treatment for the next three (3) years and Virgil MacDonald seconded with all in favor of the motion.

Virgil MacDonald made a motion to allow the Town Administrator to put out the bid for the Milfoil Harvesting (DASH) for the next three (3) years and Lou LaCourse seconded with all in favor of the motion.

Milfoil, Application for Grant

The Milfoil Grant Application needs to be approved in order to apply for the grant through NHDES and authorization is needed for E. Russell Bailey to sign.

Lou LaCourse made a motion to approve the Milfoil Grant application with E. Russell Bailey signing and Virgil MacDonald seconded with all in favor of the motion.

Pole Petitions; Woodlands Road & Valley Road

The Woodlands Road Petition was already approved last year which now needs the Board's approval and signatures on the Final Petition and Pole License. The Pole Petition on Valley Road for Field review needs to be approved and signed.

Cydney Johnson made a motion to approve the requests for Pole Petition locations on Woodlands Road #3573 and Valley Road #3605 and Lou LaCourse seconded with all in favor of the motion.

Tax Map Agreement; CAI Technologies (Cartographic)

The tax maps need to be updated every year by State Law showing any changes that may have been made within the town. The maintenance proposal needs to be

approved and signed by the Board. This is the same company that we have been using. The amount is \$2,750.00 which is included in the operating budget.

Lou LaCourse made a motion to approve the 2016 Tax Map Maintenance Proposal in the amount of \$2,750.00 and Phil Wittmann seconded with all in favor of the motion.

2016 Budget

E. Russell Bailey has already met with the staff informing them that there would be no COLA increase in the 2016 budget. The COLA as of the July 2015 CPI is -.2 or 2/10th of 1 percent. A schedule of budget meetings with department heads was provided to the Board for them to review and agree on to see if there were any conflicts/objections with the dates; the Board members were in agreement with the dates.

Town Administrator's vacancy

It is very important to move forward with the advertising for the Town Administrator's vacancy. A sample advertisement and job summary was provided to the Board with a recommended salary range between of 78K to 96K; which will give a negotiation range, you do not have to advertise the dollar amounts but advertising with a range is recommended. Russ would like to get an ad out in the newspaper, on the Municipal Association sites in VT, ME, NH and MA and on our website. The advertising area was questioned; it was explained that any further out than New England, you have a different form of government and if someone is looking they will look on the appropriate sites. Other examples from various towns were provided to the Board for their review. E. Russell Bailey recommended that the Board pay close attention to the pay study that was provided for two (2) reasons; for discussion at the next meeting for the budget and the Board will also need to address the Planner position. The deadline recommended for the Administrator's position would be thirty (30) days towards the end of September beginning of October.

Virgil MacDonald made a motion to allow placing the Town Administrator ad as written and Cydney Johnson seconded with all in favor of the motion.

It was again noted that at the next meeting the Board will need to discuss the Planner position.

Mount Washington Schedule

Lou LaCourse was speaking with Steve Parker in regards to the Mount Washington schedule. Concerns were brought forward regarding fairs being scheduled on holiday weekends that could potentially restrict parking in the Bay area and the possibility that this might have a negative impact on their scheduling.

At this time the Board agreed to open Public Input II.

Public Input II

Steve Parker approached the Board in regards to the Mount Washington and its schedule voicing his concerns as to why they cut their schedule to one day a week in Alton.

Cydney Johnson questioned and suggested that Mr. Parker contact the folks at the Mt. Washington directly as to his concern.

Mr. Parker also voiced concerns about the Craft Fair being held at the waters edge stating that he wonders if it is “hurting the beauty of the bay”. He mentioned that it could be held across the street however the Town doesn’t own the property across the street.

At this time Virgil MacDonald brought forward the area by Pops Clam Shell. This area is used at various times of the year for parking. Virgil requested sending the Highway Department down with a load of gravel to fill in the three (3’) foot deep puddle that has formed there. The town owns the front of that area and the Conference Center owns the back. It was the consensus of the Board for E. Russell Bailey to speak with Ken Roberts and have some gravel dumped to fill the area.

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

The meeting adjourned at 8:12 PM.

Respectfully submitted,

Mary K. Jarvis

Mary K. Jarvis
Recording Secretary