

ALTON BOARD OF SELECTMEN
Meeting Minutes
September 6, 2016
6:00 PM
1 Monument Square
Alton, NH 03809

Approved: September 19, 2016

Virgil MacDonald 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:

Philip V. Wittmann, Selectman
Virgil MacDonald, Acting Chairman
John Markland, Selectman
Elizabeth Dionne, Town Administrator

Cydney Johnson, Chairwoman was absent.
Lou LaCourse, Vice Chairman was absent.

Approval of the Agenda

John Markland made a motion to approve the agenda as written. Phil Wittmann requested amending the agenda removing #2 under Old Business; Fire Department, Ambulance bid results and recommendation until all selectmen are available.

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

Non-Public Session:

Virgil MacDonald made a motion to enter into non-public session pursuant to RSA 91-A:3, II (a) through (k) and Phil Wittmann seconded. The Board was polled in the affirmative with all in favor of the motion.

For the convenience of the public the Board vacated the room at 6:02 PM.

The Board returned from Non Public Session at 6:10 PM.

Phil Wittmann made a motion to exit Non Public Session and return to Public Session and John Markland seconded with all in favor of the motion.

Announcements:

- As a reminder, the State Primary, 9/13 and General Election 11/8 will be held at the Pearson Road Senior/Community Center from 7:00 AM to 7:00 PM.
- The rumble strip milling and filling is proposed to begin the week of September 6th.

Appointments:

None

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

Hunter Taylor approached the Board, introduced himself as a candidate for Belknap County Commissioner with hopes that he will have the support of the Board.

New Business:

Woodlands Road; Set date for a Public Hearing

Ken Roberts was called to the table to discuss setting a date for a Public Hearing for Woodlands Road. The crossings have been marked along with things in the roadway. There are approximately forty-one (41) trees that have been marked for removal. The need for a Public Hearing is to have input from the residents regarding items that may not have been noticed. As much work will be done as possible before the weather sets in with possibly some temporary paving before winter. Once the freeze sets in then the corner lot will be worked on to open it up. Notices will be sent to all residents.

Virgil MacDonald made a motion to set the Public Hearing date for Woodlands Road for Monday, September 19th at 6:30 PM and John Markland seconded with all in favor of the motion.

RFP Paving 2017-2019

Ken Roberts discussed the Paving bid; there is a slightly different format with it being a three (3) year bid, added is an option to extend for two (2) additional two (2) year periods if the price holds and we are satisfied with their work performance without having to put it back out to bid. It would still have to come back to the Board for any extension for approval. This contract contains several minor changes which actually better protects the Town.

John Markland made a motion to accept the Request for Proposal for the 2017-2019 Paving Projects and Virgil MacDonald seconded with all in favor of the motion.

Sign Request; Rines Road, Regan, 2 Caution, Blind Person

This request is for two (2) caution blind person signs one before the house and one after the house due to a change in the residency at the location. If the occupancy changes they will be removed. Ken Roberts feels that this is a good idea due to the volume of traffic in the area.

John Markland made a motion to approve the sign request for Robert Regan, 84 Rines Road for two (2) Caution Blind Person signs and Phil Wittmann seconded.

A discussion transpired amongst the Board in regards to the cost, refusal of previous requests, maintenance, ownership of the signs (belong to the Town) etc.

The motion on the table held with all in favor of the motion.

Sign Request; Minge Cove Road, Sokol, Hidden Drive or Slow Curve

Ken Roberts noted that a Hidden Drive sign is not recognized by the Town; it would be either a Sharp Curve or Slow Curve sign.

Virgil MacDonald made a motion to approve the Slow Curve sign request for Minge Cove Road and John Markland seconded with all in favor of the motion.

Old Business:

Street Lighting; Bay Area

Ken Roberts voiced that there are currently five (5) lights in the bay parking lot; two (2) that are to be taken down, one (1) has two lights the other has one (1). In the grassy area by the Pavilion there are two (2) more lights that the Town owns. The plan is to remove these lights and across the street place three (3) new lights with LED lighting which will illuminate the Bay area far better than it is now. The cost would be approximately \$6 more than we are currently paying. Maintenance is all done by NH Coop. Virgil MacDonald asked the Town Administrator to obtain a cost analysis from the electric company for the different lighting. We are only dealing with the lights that belong to the Town. This can be done this year if we plan to move forward. The lighting will not be directly in someone's face to impede the fireworks display.

John Markland made a motion to approve the Bay area lighting change as requested and Virgil MacDonald seconded with all in favor of the motion.

Note: The cost analysis should still be obtained by the Town Administrator.

Fire Department, Ambulance Bid Results and Recommendation

Previously removed from the agenda until all Selectmen are available.

Review and Input; Parks and Recreation Commission proposed bylaws

Phil Wittmann has reviewed the existing bylaws and read excerpts from them. He would like for specific clarification on several items within the document and would like for that clarification to be included in the document. He wants things clearly stated as to the roles of the members and the ex-officio member and his/her role for reporting back to the Board of Selectmen. It was also suggested that consideration be given to looking at other Boards/Commissions bylaws that might need updating. Phil Wittmann stressed the importance that the Commissions are supposed to be advisory and report to the Board of Selectmen via the sitting member, whose role is to report back to the Board for them to make a decision. A draft of the new bylaws is currently being worked on by the Town Administrator; portions of the draft were read. Once this has been finalized then the Parks and Recreation Commission should be invited to a meeting for their input. It was the consensus of the Board for the Town

Administrator to set up a Workshop for the Board to discuss, review and make recommendations for changes to the bylaws.

Town Administrator's Report and Updates by Liz Dionne

Recently there have been two (2) resignations; Part-time Assessing Clerk and the Full-time Planning Department Secretary.

The COLA increase for next year has recently been released it is set at .008%. Liz Dionne asked the Board if they want to increase it or leave it as is, per the employee manual whatever the CPI for July in Northern New England is the amount used for COLA for budgeting purposes. For future consideration it possibly could be a twelve (12) month period averaged out. Virgil MacDonald stated that this is usually decided during the budget process. Step wages were briefly discussed. The Finance Office has been calculating the .008% COLA, it was noted that not everyone gets a step increase this year and insurance will increase anywhere from 4% to 10%, it is estimated it will be 10%. The Board agreed a decision will be held until budget season.

Tax Deeding Properties

A list of the potential tax deed properties was provided to the Board for their review before the next meeting when a decision needs to be made on these properties. This will be discussed during Non Public Session on September 19th.

Legal Counsel Retainer

The Legal Counsel retainer customarily has received the same COLA increase each year that the employees receive. Liz Dionne asked the Board what they want to do with this particular line item. This amount is included in the overall budget. John Markland inquired if this was by contract. It was noted that the attorney was hired in the 1980's, we do not have a copy of the contract nor does the attorney. It has carried over year to year, is within the Legal Budget which has four (4) line items and is only looking at the retainer line which is the same amount each month for legal opinions, review etc. This originally was put out to bid in the 1980's. John Markland is against this COLA increase on the retainer and further stated that with all due respect, personally he is against giving a non-town employee a COLA increase. A flat amount or stipend was mentioned which would be more receptive. The staff has searched for the contract and it was suggested to call the former Town Administrator, Russ Bailey. Continued efforts will be made to locate the contract.

Workshop Dates for Budget Reviews

Liz Dionne is currently meeting with the Department Heads for their budget reviews and would like to set up the budget meeting dates with the department heads and the Board for either the end of September or early October. The budget books are being worked on and will be available before the Workshops. John Markland inquired if it was the same format as last year; he would like to see the justifications sheets condensed. It seems that they are the same. Liz Dionne stated the expenditure report would still be necessary. It is a bit late to change things for this year but will be considered for next year. It was the consensus of the

Board to give consideration to the dates for the Selectmen's Workshops, to be brought forth at the next meeting. Availability is:

Monday and Thursday ~ John Markland
Friday ~ Virgil MacDonald
Monday and Wednesday ~ Phil Wittmann

ACS Request

A letter was sent from Alton Community Services requesting a Selectman to attend their meeting on Wednesday, September 14th at 5:30 PM at the Gilman Library meeting room. Phil Wittmann offered to attend.

Selectmen's Committee Report

Virgil MacDonald met with the Planning Board which is working on the Forestry parking lot off Reed Road.

Phil Wittmann: None

John Markland will be meeting with the Budget Committee on September 15th.

Approval of Selectmen's Minutes:

August 15, 2016

John Markland made a motion to approve the minutes of Public Session I, August 15, 2016 as written and Virgil MacDonald seconded with all in favor of the motion.

John Markland made a motion to approve the minutes of Non-Public Session I, August 15, 2016 as written and Phil Wittmann seconded with all in favor of the motion.

August 24, 2016

John Markland made a motion to table the minutes of Public Workshop Session, August 24, 2016 until there is a quorum of the Board members that were present and Virgil MacDonald 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.

- Promotion ~ Approved ~ John Dillon; Fire Department, Student Intern to Firefighter
- Promotion ~ Approved ~ Brian Boisvert; Highway Department, Truck Driver to Light Equipment Operator
- New Hire ~ Approved ~ Steven Waterman; Highway Department, Assistant Mechanic

- Resignation ~ Accepted ~ Melinda Ferreira; Assessing Department, Part-Time Clerk
- Resignation ~ Accepted ~ Traci Cameron; Planning Department, Full Time Secretary
- Land Use Items ~ Approved ~ 2013 Administrative Abatement Map 65-17-4 ; \$93.69

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

None

Adjournment

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

The meeting adjourned at 7:01 PM.

Respectfully submitted,

Mary K. Jarvis

Mary K. Jarvis
Recording Secretary