

**ALTON BOARD OF SELECTMEN**  
**Minutes**  
**October 19, 2020**  
**(Approved – November 2, 2020)**

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Chairman R. Wentworth convened the meeting at 6:00 PM and led the assembly in the Pledge of Allegiance to the Flag and a Moment of Silence.

R. Wentworth announced the following:

Until Further Notice: To keep our members and staff safe, and to comply with RSA 91-A, the State of Emergency, and Governor's Orders, restrictions on public gatherings, The Town of Alton has moved from "in-person" meetings to "remote audio participation meetings". To remotely attend the meeting (audio and video) visit our website: [www.alton.nh.gov](http://www.alton.nh.gov) on the day of the meeting for instructions or telephone the Selectmen's Office 603-875-2113 or 603-875-0229. There continues to be no Public Input at this time.

The following staff members were present:

Reuben Wentworth, Chairman  
Virgil MacDonald, Vice Chairman  
Philip V. Wittmann, Selectman  
Paul LaRochelle, Selectman  
Bob Holt, Selectman  
Elizabeth Dionne, Town Administrator  
Laura Parker, Finance Manager

**Agenda Approval**

R. Wentworth noted that under Submission of Public Comments the email from Terry Calder was not on the agenda for tonight and that #1 under New Business has been withdrawn as a result of an email received that the item is no longer necessary.

V. MacDonald made a motion to approve the agenda as amended and P. LaRochelle seconded. Roll call vote:

B. Holt, yes	P. LaRochelle, yes	P. Wittmann, yes
V. MacDonald, yes	R. Wentworth, yes	

**Announcements:** Trick or Treat Hours for Halloween are from 5:00 PM to 7:00 PM on Saturday, October 31<sup>st</sup>. Safety guidelines are urged and may be found on the Town's website.

**Submission of Public Comments - Questions - Concerns**

- Notification and Email - Penelope Blanchard & Linda Daggett/Buddy Peterson - Powder Mill Road Traffic Concerns

R. Wentworth read the following submissions into the minutes:

*Many large dump trucks and also 10-wheeler trucks are traveling up/down Powder Mill Road on a daily basis: Mon.-Fri. This traffic starts around 7AM and continues until 4:30-5:00 PM. They are extremely noisy and travel at a higher rate of speed (fast)! than I feel is safe. I have stopped my daily walks on Powder Mill because of the size of the trucks and their speed. Clearly, I don't feel safe. Can anything be done to stop this activity? Thank you for your assistance in this matter.*

*Sincerely,*

*Penelope A. Blanchard*

*and*

*I am concerned about the heavy truck traffic on Powder Mill Rd. I have talked with neighbors and they are aware of heavy truck speeding on our road. We are trying to see if the road can get posted No Through Trucks.*

Thank you  
Linda Daggett/Buddy Peterson  
224 Powder Mill Road, Alton, NH 03809

R. Wentworth noted that it seems that there are growing concerns on many of the roads. A letter from the Police Chief and a letter from K. Roberts have been sent to the Board. The Selectmen have the right to post roads even if there is State or Federal funding which was within the Town Attorney's reply. He feels that the Board should do and look further into it. V. MacDonald stated that when Powder Mill was done a No Through Trucking sign was supposed to be placed. R. Wentworth brought forward the Public Hearing that was done with a former Board. A lot of roads had weight limits that were lifted. Possibly more patrols can be done; it is a shame it has come to this. K. Roberts has been in contact with the Road Agent in New Durham and L. Dionne sent a letter to the Town Administrator in New Durham about posting on the New Durham side of the road. R. Wentworth suggested that this become an agenda item for discussion with the Highway Manager, Police Chief and Fire Chief present because they have to respond anytime there is an issue for their recommendations are for certain roads. The Board was in agreement. The Town Administrator is to let the people involved that have communicated with the Town that this will be brought up with the Board at a future meeting. Speed limits will not be addressed unless there is an Engineering Study done.

- Email - Terry Calder - Transfer Station, Swap Shop and Recyclables Concerns

Not on tonight's agenda

**Appointments:**

**New Business:**

1. Water Bandstand - Request for Usage

Request withdrawn.

2. Master Plan Committee - Master Plan Discussion

Bob Regan, Tom Hoopes, Russ Wilder, Planning Board members and Jessica Call, Town Planner remotely joined the meeting. The first meeting has taken place with a decision to meet every three (3) weeks. The purpose of the Master Plan is to align the Town's vision, Zoning Ordinances and areas of focus and activity. The committee's mission is to organize, promote and develop a new or updated plan to serve as a guide for the Planning Board and its committees and the Zoning Board of Adjustment. The plan should cover Town goals for ten (10) years and be ready for January 2022. Once a consultant is on board, what the committee is looking for from the consultant is setting the Master Plan process, identify Town demographics and engage the community. The Warrant Article for 25K was approved last year. The RFP hopefully will be ready by the end of this year and are based on three differing communities, small, rural and tourist/vacation (Goffstown, Enfield and Wolfeboro). One issue identified is how the Town will develop moving forward. The Committee believes that they cannot succeed without full participation of the Board of Selectmen and are requesting that a member of the Board join the Master Plan Committee. Currently there are three (3) Planning Board members on the committee. R. Wentworth suggested/recommended that they engage two (2) new members for voting purposes possibly one BOS member and one at-large member or a ZBA member. B. Holt feels a member at-large is important. J. Call feels that it is reasonable to have a member at-large and a Selectman. V. MacDonald inquired about the Town's that were chosen to base the RFP on. B. Regan responded that J. Call was able to get ahold of the various RFP's and out of those is how they chose them. R. Wilder believed that they were chosen because they seemed to be well done and comprehensive; it was the way the RFP's were written. It was suggested that P. LaRochelle serve on the committee however no definitive decision was made, the Board will get back to them once that decision is made. J. Call will take care of the member at-large then bring back to the committee itself. V. MacDonald inquired about the public being involved; this will be done in the future. Currently, the main focus is to get a Master Plan Consultant in place then consult with him/her to see what works best. The main objective is to get a process in place to get good public participation. P. Wittmann might be willing to serve but would need to know when the meetings would be held for scheduling purposes. J. Call, Town Planner to get with P. Wittmann for scheduling. J. Call brought forth the fact that P. Wittmann is the Alternate for the Planning Board and may present a conflict with a quorum. L. Dionne will look into whether this would be an issue. P. LaRochelle asked about the remaining ZAC meetings. B. Regan feels that two (2) Selectmen would be better as members opposed to one (1). P. Wittmann

would like to see the old Master Plan. P. LaRochelle does not mind jumping into the committee and suggested other members from ZAC such as Paul Monziona or Tom Lee. P. LaRochelle offered as a Selectmen to serve on the Master Plan Committee.

R. Wentworth made a motion to have Paul LaRochelle represent the Board of Selectman as a member of the Master Plan Committee and B. Holt seconded. Roll call vote:

B. Holt, yes	P. LaRochelle, abstain	P. Wittmann, yes
V. MacDonald, yes	R. Wentworth, yes	

It was the consensus of the Board to allow P. Wittmann to serve as an alternate on the Master Plan Committee.

### 3. Fire Department - Ladder Truck Funding

J. Beaudoin, Fire Chief personally joined the meeting to discuss funding of a ladder truck for the Fire Department. Last year the Town's people supported acquiring \$100,000 from the unassigned fund balance along with taking \$250,000 from the equipment capital reserve fund for a total of \$350,000. This money was only able to be taken if the grant was awarded; it was not awarded. The proposal is for a Warrant Article that totals \$500,000 for the purchase of an adequate used aerial device. The Chief would like to see the same \$350,000 as last year with the remainder of \$150,000 coming from taxes. R. Wentworth does not support buying used equipment and would like to see this wait another couple of years to raise the money and buy a new ladder truck which would give the Town at lease 15/20/30 years. The current truck is just sitting and being forgotten about. There is a reason the used vehicles are being sold. J. Beaudoin commented that there are different vehicles out there. B. Holt asked the cost of a new vehicle which is approximately 1.1 million and will be roughly 1.2 to 1.3 million in the next few years. P. LaRochelle asked if there was a particular vehicle he had in mind, the response was no. There are specialized dealers for these type of vehicles. A question of the need for this type of apparatus was posed. J. Beaudoin noted that there are over forty (40) buildings in Town that would potentially need this piece of equipment, it is the reach. Everything is based on what the department does and to be ready for what they might have to do. Generally this piece is used 3-4 times a year. It has other uses working with rescues and extrications. P. LaRochelle questioned services to other Town's; which is unknown because the vehicle has been out of service since he has been Chief. As an example, since our vehicle has been out of service, New Durham has serviced Alton over twenty (20) times in about a year and one half; these are not all building fires. R. Wentworth feels that the Town should continue applying for grants, keep putting money away even if a special warrant article needs to be written for a ladder truck versus having an equipment capital reserve. Ask the people this year to transfer \$250,000 from the equipment capital reserve and \$100,000 from the unassigned fund balance along with \$150,000 to be put into the Capital reserve for a new fire truck then we would be half way to the goal. We would then need to put \$366,000 over the next two (2) years which would get the Town to the 1.2 million dollar mark. The Town has not been officially notified that we have not received the grant. The grant is available every year and will be applied for again. A letter should be drafted by the Town Administrator to Shaheen, Custer and Hassan asking for them to support the Town's request. J. Beaudoin mentioned monies through VW for diesel vehicles.

### 4. Solid Waste Department - 2021 Landfill Compliance Service Contract

There have been no changes to the contract which keeps the Town compliant with all of the requirements of DES. J. Kubiczki attempted to join the meeting remotely without success. It was suggested he hang up and try calling again.

At this time, R. Wentworth moved onto Old Business while waiting for J. Kubiczki to call back into the meeting.

### Old Business:

#### 1. Stockbridge Corner Road Traffic Concerns Discussion

L. Dionne sent a letter to the New Durham Town Administrator regarding the speeding and weight limit concerns. In addition, the Police Chief and Highway Manager sent in letters of comment and L. Dionne spoke with P. Farrell stating that he was very appreciative that the Selectmen are looking into the matters of concern. L. Dionne has not heard back from New Durham as of yet. R. Wentworth has no problem with setting up a meeting but voiced concern of the whether the neighboring people would actually show up for the meeting. The last time a meeting

took place the residents didn't show up just the trucking people in opposition of posting etc. Word would need to get out of a set meeting. This needs to be looked at and a meeting set once we hear back from New Durham. There is no sense of posting Stockbridge Corner Road unless it will be posted from the New Durham side because there is no way to turn around. B. Holt questioned what is actually being posted, No Through Trucking or Weight Limits, it would be No Through Trucking then questioned Powder Mill Road, GPS directives and what is actually considered No Through Trucking. No Through Trucking is really an unknown as to how much is actually happening. P. Wittmann feels that there really would need to be a Public Hearing for the people that live on the roads because the people may not realize that some of the trucking that is coming through are actually servicing the residents of the road. P. LaRochelle agrees that there is a need for the public input so that the residents understand. B. Holt brought forward enforcement mentioning that there is signage for No Through Trucking on Bay Hill Road and would like to know when the last time a ticket was issued for such. Signage can be placed which might appease the people but it has to be enforced to make it work. We would not be stopping the servicing of anyone on the road however signage might keep the potential offenders from using the road. R. Wentworth suggested that the residents that have sent concerns start a petition throughout the neighborhoods of all of the residents (more than 50 out there) instead of just hearing from 4 or 5; sign a petition saying why it should not be done. P. LaRochelle knows that on Bay Hill Road phone calls have been placed to the Highway Department and to him personally. If people see trucks they should take their plate numbers and report it to the authorities. There are roads within Town that are posted. The Public Hearing will be planned in the future after the Town Hall is opened and running once more than fifteen (15) people are allowed in the upstairs meeting room.

4. Solid Waste Department - 2021 Landfill Compliance Service Contract

At this time, J. Kubiczki was able to remotely join the meeting. V. MacDonald had a question in paragraph one of the contract on notification to EAI. J. Kubiczki responded that in the past EAI has always been contracted that they are the laboratory that does the collection and analysis of the water samples; he coordinates with them to be sure that they are collected in the month of May, once done they invoice the Town directly. J. Kubiczki explained the process.

R. Wentworth made a motion to allow the Town Administrator to sign on behalf of the Selectmen the contractual fees with Hydro-Geochemical Solutions LLC and V. MacDonald seconded. Roll call vote:

B. Holt, yes	P. LaRochelle, yes	P. Wittmann, yes
V. MacDonald, yes	R. Wentworth, yes	

Selectmen Reports

B. Holt had nothing to report.

P. LaRochelle had nothing to report.

P. Wittmann had nothing to report.

V. MacDonald had nothing to report.

R. Wentworth reported that Budget Committee will be meeting this week. In addition, he spoke with K. Roberts after the last meeting about School and Church Streets. A draft map was provided to the Board members for review. R. Wentworth feels that a date needs to be set when the Board can go to the site along with K. Roberts, Highway Manager, R. Heath, Police Chief (safety issues) and L. Dionne, Town Administrator to walk the site to see how the layout is done on the roads. We will listen to K. Roberts various ideas. This road will be quite an undertaking, water lines need to be done etc. Someone needs to take notes, social distancing needs to be adhered to. There is a small window when this work can take place and be done taking the school schedule into account. A private company can come in to get the job done which will allow the Highway Department to get other projects done such as the sidewalks in the Bay. Also noted was the parking area in the bay that is deteriorating fast and may come up in the near future, an investment that needs to be considered. R. Wentworth is looking for a date from the Board members. An engineer can be with the Board at the time of the site visit. The area has already been surveyed. At this time K. Roberts remotely joined the meeting. He explained that the map is based on a survey. The reason for a site visit is to decide with the Board's approval to do an RFP for Engineering for the area in question with an engineered drawing back to the Board for a Public Hearing and put out to bid before school

closes next year. There are drainage issues, sidewalks, one-way question, power lines, etc. There are a lot of decisions that need to be made by the Board before an RFP is created. Various dates were discussed; the Board agreed to set the Site Walk on Saturday, October 24<sup>th</sup> at 8:00 AM meeting at the Alton Central School Parking Area. In addition R. Wentworth would like to set up a Workshop to discuss the Highway Agent's position structure and advertising pending his future retirement; decisions will need to be made on how the Board will proceed. There will be a buyout upon his retirement and will be considerable due to his length of service; it was requested that a figure be presented to the Board which will affect the bottom line budget of the department. He would like the meeting to be either the first or second week of November.

**Town Administrator Report** by L. Dionne

**Health Trust Notification Document**

A document from Health Trust was provided to the Board which is notifying the Town that we will be receiving a surplus next month in the amount of \$33,231.72. This is surplus from Medical, Dental and Short-Term Disability. This will be placed into the General Fund.

R. Wentworth noted with the approximate 30% increase to insurances and the substantial increase to retirement, information provided to him by L. Parka he asked L. Dionne to check with the Town Attorney or DRA can a Health Trust account be set up so that when the Town gets surplus money, can the Board vote to put the money into that account to offset the rates for the following year. L. Dionne will look into it but wouldn't have high hopes with the established method of placing it into the General Fund to Fund Balance in order to lower the taxes. L. Dionne informed the Board that the increase to the health insurance was due to claims. We are in our own pool not a shared pool with other municipalities.

**Document for Warrant Article for Shibley's at the Pier Lease Agreement Renewal**

In a meeting that was held a few weeks ago with herself, Attorney Sessler, Tax Assessor and Code Official in reference to the request of the Warrant Article for Shibley's at the Pier Restaurant lease agreement renewal. It was recommended by the Town Attorney that in order to memorialize the gray areas that will be cleared that a plot plan needs to be done by a professional person who does plot plans. A company out of Laconia who comes highly recommended from the Town Attorney would be willing to do this, his name is Mark Condodemetraky from GC Engineering. All parties agreed including Dave Shibley who would be paying the cost to get this done because it pertains to the structure that he owns and the 10' curtilage. This would become a record of legality for clarification. The curtilage was explained and reiterated that D. Shibley actually owns the dock as evidenced and discussed at prior meetings. We are moving into a new lease and this needs to be defined. This will become part of the deed and put any questions to rest. This is being done to correct a wrong and to clean this issue up. It is unknown if the Board will need to vote to accept the plot plan once drawn; L. Dionne will check with Attorney Sessler. This would have to be agreed on in order for the Warrant Article to move forward for the Amended Agreement. The consensus of the Board was to agree to move forward. Roll Call Consensus:

B. Holt, yes	P. LaRochelle, yes	P. Wittmann, yes
V. MacDonald, yes	R. Wentworth, yes	

**Approval of Minutes**

**October 5, 2020 - Regular**

B. Holt made a motion to approve the minutes of the Regular Meeting, October 5, 2020 as presented and P. Wittmann seconded. Roll call vote:

B. Holt, yes	P. LaRochelle, yes	P. Wittmann, yes
V. MacDonald, yes	R. Wentworth, yes	

**October 5, 2020 - Non-Public**

P. Wittmann made a motion to approve the minutes of the Non-Public Meeting, October 5, 2020 as presented divulging none and P. LaRochelle seconded. Roll call vote:

B. Holt, yes  
V. MacDonald, yes

P. LaRochelle, yes  
R. Wentworth, yes

P. Wittmann, yes

**Consent Agenda Approval**

R. Wentworth questioned item #2; Highway Department for the full-time secretary position now going to a temporary part-time position from \$16.37 per hour to \$20.00 per hour. L. Dionne explained that the Secretary's last day was the end of last week, until a new secretary is hired she is willing to help out for a few hours each Saturday checking the computer and files. She is willing to help train a new person once hired during the transition. K. Roberts again remotely joined the meeting. Questioned would be why would it be for \$20.00 per hour; he explained that if it were nights and weekend it would be considered overtime and would be a lot more than \$20.00 per hour. She has volunteered her time and to help with the interviews. It probably will be only 20 hours total that her services would be needed. There is a lot to learn in this office and would be a benefit to the department to have someone transition the position.

B. Holt made a motion to approve the consent agenda as presented with #1 and #2 and P. LaRochelle seconded. Roll call vote:

B. Holt, yes  
V. MacDonald, yes

P. LaRochelle, yes  
R. Wentworth, yes

P. Wittmann, yes

1. **Fire Department:**

a. **Certification Change:** Matthew Johnson, EMT/FF to AEMT/FF, \$14.77/hr to \$16.27/hr, effective 10/14/20.

2. **Highway Department:**

a. **Hire:** Keri Gordon, Secretary, full-time to temporary part-time, \$16.37/hr to \$20.00/hr., effective 10/17/20.  
(To help fill-in occasionally and assist with the new Secretary's transition into the position)

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

John Edgerly, Jr. - Plowing, Parking Area behind 138 Main Street

L. Dionne agreed with V. MacDonald that this parking area has never been plowed by the Town however she recommends the appointment be approved for five (5) minutes. R. Wentworth requests that the Highway Manager be available during this appointment. B. Holt knows he has requested a meeting with the Board however a lot of times in his experience the Town Administrator/Manager would get in contact with the person(s) to discuss and if they still want to have the meeting then schedule. L. Dionne informed the Board that this person has put the Town on notice that he is intending to sue the Town. L. Dionne feels that there probably isn't anything that could be said to change his mind. He must know that the Town has never plowed the area. R. Wentworth voiced he has a hard time meeting with someone who has already threatened to sue the Town. This should be brought up at the next Selectmen's meeting with the letter that was previously sent to the Town. The Board was in agreement.

Tabled

**Non-Public Session:**

R. Wentworth moved at 7:40pm to enter into nonpublic session under RSA 91-A:3,II,c,e. V. MacDonald seconded. Roll call vote:

P. Wittmann - yes  
R. Wentworth - yes

V. MacDonald - yes  
R. Holt - yes

P. LaRochelle - yes  
Roll call vote carried unanimously

R. Wentworth moved at 7:54pm to exit nonpublic session. V. MacDonald seconded. Roll call vote:

P. Wittmann - yes

V. MacDonald - yes

P. LaRochelle - yes

R. Wentworth - yes

R. Holt - yes

Roll call vote carried unanimously

R. Wentworth moved to “not divulge” the minutes because divulgence of the information likely would affect adversely the reputation of any person other than a member of this board. V. MacDonald seconded. Roll call vote:

P. Wittmann - yes

V. MacDonald - yes

P. LaRochelle - yes

R. Wentworth - yes

R. Holt - yes

Roll call vote carried unanimously

**Adjournment**

R. Wentworth moved at 7:59pm to adjourn. V. MacDonald seconded. Motion carried.

Respectfully submitted

*Mary K. Jarvis*

Mary K. Jarvis  
Recording Secretary