TILTON BOARD OF SELECTMEN
MINUTES
Thursday, September 21, 2017

Present: Selectman Chair, Katherine Dawson, Selectman Patricia Consentino, Selectman Fogg, Selectman Jon Scanlon, and Selectman Saint John.

Others: Susan Laverack, Associate Director for Partnership for Public Health, Shelley Carita, Executive Director with PPHNH; Resident Patricia Garcia & Dennis Manning, Jane Alden, Budget Committee Chair, Chief Robert Cormier, Capt. Ryan Martin, Officer Mat Dawson, Jesse Renaud-Smith, Attorney Prosecutor, Joyce Fulweiler, Town Administrator, Tim Pearson, Finance/IT Director, and Gayle Bestick, Administrative Assistant.

Call to Order:
Selectman Dawson called the meeting to order at 4:48 p.m. The Pledge of Allegiance was recited. Selectman Scanlon arrived shortly thereafter.

Approval of Minutes:
The Board reviewed the minutes of September 7, 2017. After a few minor additions, Selectman Dawson moved, seconded by Selectman Saint John, to accept the minutes with the changes. All in favor. Motion carried.

Other:
Calef Hill Road resident resolution: Selectman Dawson reminded the Board a resolution needed to be made regarding Mr. Manning not participating in the curbside collection. Selectman Consentino and Dawson both commented he needs to comply with what the legislative body voted on at Town Meeting. Discussion of seeking a legal opinion whether the Selectmen can deviate from a legislative body vote.

Selectman Consentino insisted the railing at Town Hall be fixed immediately. Selectman Saint John requested the sneakers hanging on the wire on School Street be removed. Selectman Dawson followed up with Joyce on the Metrocast letter. Joyce explained the Attorney had done the work, therefore; we will pay the invoice upon receipt.

Non Public Session - Personnel:
At 5:20 p.m. Selectman Dawson made a motion, seconded by Selectman Scanlon, to enter into a Non-Public session as per NH RSA 91-A:3, as it pertains to personnel. On an affirmative, roll call vote by all members, motion adopted unanimously.

At 5:32 p.m., Selectman Consentino moved, seconded by Selectman Dawson to seal the minutes, as they pertain to personnel, permanently. On an affirmative, roll call vote, motion adopted unanimously.

5:35 p.m.
Partnership For Public Health - PPH (Shelley Carita and Susan Laverack)
Shelley Carita, Executive Director and Susan Laverack, Associate Director with Partnership for Public Health out of Laconia, came before the Board to introduce the program which supports the Winnipesaukee Public Health Council.

Ms. Carita described the program noting the implementation of the Winnipesaukee Community Health Improvement Plan which works on improving the health and wellbeing of the region. She mentioned they run the Service Link in Belknap County who this past year, assisted 321 seniors with various health related matters.
Ms. Laverack spoke about the Emergency Preparedness activities in the region assisting approximately 80 thousand people during public health issues. She prepares for getting medication to people during a public health emergencies. Ms. Laverack gave an overview of the last year's training exercise which was to receive large quantities of medication, store them and distribute to those 80 thousand people. She explained that in the future, the Lakes Region Community College would be the primary point of dispensing for the Tilton area as well as the other 16 communities.

Questions:
Joyce Fulweiler mentioned there were limited facilities and counseling services available for mental health incidents, especially among teenagers and young adults. Ms. Carita spoke of a program which works closely with NAMI (National Alliance on Mental Illness) but is also involved in a larger project designed to help facilitate better coordination for people with substance misuse/abuse and mental health issues. She referred Joyce to speak with Maggie Pritchard of Genesis.

Selectman Consentino asked about the Matter of Balance classes for seniors and their caregivers. It was explained that Partnership For Public Health assists with coordinating those classes through the Winnipesaukee Public Health Council/Community Health Improvement Workgroups. Selectman Consentino asked if Genesis was the only referral facility. It was explained the Service Link staff (Service Link of Belknap County is a program sponsored by a contract between Partnership for Public Health and the NH Department of Health and Human Services) is linked closely with those workgroups for Belknap, Carroll and Grafton Counties. There are 10 community mental health centers in New Hampshire.

Selectman Saint John asked for clarification - does PPH provide services or simply referrals. Ms. Laverack explained providing information and referrals were the main services. She noted most every program is geared toward prevention, education, information and referrals.

Selectman Consentino asked how they measure if someone is receiving the right services. Ms. Laverack explained the Service Link staff use a State database, do a lot of follow up, use client questionnaires and are very concerned that someone ends up where they are supposed too. She mentioned the Bureau of Elderly and Adult Services also does some random sampling of Service Link clients.

Ms. Laverack spoke about a project done with first responders, hospital staff, and medical personnel focused around climate change and negative public health outcomes. She left a booklet with helpful information on the regional health risks and the vulnerable populations.

Selectman Saint John asked about more services on developing coping skills to prevent mental health issues. Ms. Laverack suggested inviting Kelley Gaspa, Director of Substance Use Disorder Systems Integration - named NH's Prevention Specialist of the Year - come speak to the Board.

Ms. Carita invites anyone interested to come to the meetings on the first Thursday of each month from 3:00 p.m. to 4:30 p.m., and then participate in the work groups.

Selectman Scanlon mentioned the desperate need for transportation for the elderly and/or disabled. Ms. Laverack spoke of the Central Region Planning Commission transportation initiative agreeing it is a tough situation. She mentioned there were programs for transportation reimbursement dependent on qualifications. Ms. Carita also agreed transportation is a problem. She encouraged the use of Service Link for referrals.
6:05 p.m. (1:07 into the movie)
Public Input
Dennis Manning, Calef Hill Road resident: Mr. Manning does not want to participate in the curbside trash collection mainly because of the length of his driveway, and does not want to have to pay for the purple bags. Selectman Dawson explained the Board had discussed the matter earlier in the meeting and decided to obtain a legal opinion as to whether the Board can deviate from the vote made by the legislative body and make exceptions. Mr. Manning stated he was not looking to change the rules, however; may form a petition warrant. After further conversation, until the opinion is obtained, Mr. Manning will retrieve his bin(s).

6:11 p.m. (1:13 into the movie)
Town Administrator (Joyce Fulweiler):
• PD Study: Joyce sent letters to the five individuals who expressed interest of being on the committee. She comprised a schedule of dates they could meet. Mr. Goudreau would like to participate working with the committee. There was a brief discussion of Selectman Consentino meeting with the Chief and Captain to review the designs prior to meeting with the committee. The Board reviewed the geotechnical report discussing which site should be built upon. It was decided to have Mr. Goudreau come before the Board next week to help with the interpretation of the report and the designs.

• WRTA Agreements/Bylaws: There was discussion of agreements and easements between the River Trail Association, NH DOT, and the Selectmen. Joyce explained the plan to organize all the agreements/documents and reference all the responsibilities of the Trail Association before forming the advisory committee.

6:36 p.m. (1:36 into the movie)
Joyce reported information she and Tim received from the Town's Department of Revenue Administration (DRA) municipal account advisor explaining that Tilton is considered a municipal budget act town. Other questions she clarified -
  o Regarding use of the Highway Equipment Capital Reserve Fund: She confirmed that the Selectmen are agents of this fund and do not need Town Meeting approval to spend from it, and she confirmed the Finance Director's plan to repay the short term debt from the Capital Reserve fund in conjunction with operating expense from the Highway Equipment purchase line and the additional monies received from the State for Highway Road/Equipment use.
  o Regarding the Preparation of our Budget for 2018: RSA 32:13 Contracts and Expenditures prior to Town Meeting, Section 1 and 2 says for the first three months of the next fiscal year, you're operating on what operating expense were in existence during the same period of the prior year with the exception of contractual obligations. There was a discussion of what constituted a contract and whether members of the Collective Bargaining Unit were under such a contract. Joyce explained what she understood as contractual obligations, pertaining to the collective bargaining agreement and binding contract versus purpose of appropriation.

Lengthy discussion of expanding dispatching using existing money in 2017. During this discussion it was made known that the information presented at a prior meeting that Belknap County was going to be charging for dispatch services to member Towns was wrong. For 2018, there were no plans to charge member Towns for dispatch services. Tim and Joyce felt the board needed to be made aware of this and also expressed concern with the move to 24/7 dispatch absent Town Meeting authorization as it was a significant change in both budget content and money. They discussed a layered approach and confirmed there was sufficient funding for 1 full time and 1 part time position within the 2017 budget.
Jane Alden, Chair of the Budget Committee addressed the Board reciting from the Basic Law of Budgeting an exception to the rule - "No Spending Without Appropriation Rule" B. Exceptions to the Rule, #1. *Transfer..the governing body may make transfers of amounts from an unexpended balance in some other appropriation to a purpose that is already in the budget. RSA 32:10."

Ms. Alden went on to recite information on contract expenditures prior to town meeting. She reported she had spoken with NH Municipal Association’s Margaret Burnes who replied the selectboard is authorized to spend money between January and March. Ms. Alden further noted this was especially true in cases of safety, and this in her opinion was a safety issue.

Tim referenced the draft budget noting an increase in the Police Department budget request for 2018 was over $200,000 which in part reflected a dispatch model of 16 hours, 7 days a week. Tim noted that ironically the cost of full 24/7 dispatch over 16/7 dispatch in the first quarter of 2018 is $20,000, while we will forego the anticipated revenue of $30,000 from the Town of Northfield for our dispatch services for the whole year. There was a lengthy discussion about dispatch hours, and models, all with different figures noted for different models. Selectman Scanlon expressed frustration that there were too many variants of models and he asked that we look at only the following scenarios with a high and low for each based upon health plans: 16/7 dispatch, 24/7 dispatch, and what our current 8/5 dispatch looks like. He wanted to be sure that we’re all looking at the same figures. Tim agreed and thanked Scanlon for the direction as it was not clear in prior meeting. He offered to work up the scenarios and email the board as soon as they were done.

Selectman Consentino voiced her frustration of decisions being made and then brought up and challenged. Selectman Saint John asked Joyce if she was at these prior meeting why she hadn’t spoken up. Joyce explained that she was unaware of the complete scope of what was being presented, and discussed more with Tim once she found out that there were candidates interviewing for open dispatch positions. Joyce and Tim went on to explain that the Board did not have all the correct information at the time the original motion was made to go to 24/7 dispatch, in particular regarding the anticipated fees Belknap County would charge the Town of Tilton for existing dispatch services. Selectman Dawson noted her decision was based in part on Belknap County charging for dispatch and appreciated the information brought forward. Selectman Scanlon noted if we don’t go to 24/7, we’d lose Northfield and other communities. Tim again explained the difference between the 16/7 versus 24/7 expense is little more than $20,000 during the first quarter and we’d be giving up $30,000 of revenue for the year. He went on to explain that the PD’s budget increase was not due just to the dispatch expansion, the $200k plus figure reflected the total projected police budget increase for 2018.

Chief Cormier reviewed some highlights from the original meeting noting the main reason for the extended dispatch is the officer safety issue, both road side and in the building. He explained the constant need to wait for airtime, the risk of injury while officers are alone in the building booking prisoners; and the redundant data entry for officers. The Chief further explained the benefit of having the lobby open after 4:00 p.m., on weekends and holidays. He noted the PD becomes more important during storms because they are the regional EOC - Emergency Operations Center for three towns; there were several times last year when Belknap went down and we had to call in dispatchers. The Chief explained that dispatch centers that dispatch for more than one agency are considered *regional* and are eligible for homeland security grant money.

Officer Mat Dawson distributed copies of different scenarios that happen during a storm when numerous towns are trying to get air time. He played recordings of dispatch time during foot
pursuits where Belknap needed to clear the radio for Tilton PD only, whereby other towns are prohibited from using the radio air.

Lengthy discussion of costs and various scenarios including the medical differentials. After further conversation of the different figures, it was decided to table the matter until accurate numbers with high and low scenarios including the insurance, wages, and income from Northfield, could be compiled.

(2:36 into the meeting)

Highway Equipment Note:
Tim explained an error in the use of the Highway Equipment Capital Reserve Fund. He discussed how this had emanated. First, he was attempting to find the lowest cost method of acquiring the equipment the Public Works Director and Board of Selectmen approved. As he had just finished procuring a cruiser from the Police Special Detail fund, which is a revolving fund, he followed the same process for the Highway Equipment purchases with the Highway Equipment Capital Reserve Fund. The problem arose after a call from a concerned citizen, then in discussing the plan with the Town’s financial auditor and the Town’s Department of Revenue Administration’s municipal account advisor. Tim explained that he had treated both funds the same, whereas the revolving fund permits this type of use, the Highway Capital Reserve Fund does not. In order to fix the error, Tim reminded the board that during a discussion of financing options, one option was to pay outright for the equipment and that there were sufficient monies available in order to do so - namely from the SB38 Highway Grant, the remainder of the Capital Reserve fund not used for the purchase of the new Highway Ford F-550 plow truck, and $22,000 from the Highway Budget’s equipment purchase line. These items could be used to repay the note, and Tim explained that there was a check manifest for that purpose. Sel. Consentino expressed her utmost displeasure with the error, and Tim took responsibility and explained his position at the time. Tim went on to say that there was a positive outcomes in that the Town would save on interest expense, and that all monies put into the Highway Equipment Capital Reserve Fund would be rebuilt more quickly to allow for the purchase of a new six wheel truck when needed based upon the Public Works Director’s equipment plan.

Selectman Consentino voiced her opposition to using any of the SB38 monies and said she would not sign the manifest. Selectman Scanlon agreed those monies should not be used. After Selectman Dawson explained the refinancing needs to take place, and Tim agreed stating that it should have come to town meeting as a warrant article were it to be financed.

Selectman Dawson moved, seconded by Selectman Saint John, to pay off the unsecured loan by using the SB 38 highway fund grant money $54,428.79, as well as remaining monies from capital reserve fund for highway equipment $13,638.64 and highway equipment purchase expense from the operating budget of $22,287.57. Motion carried 3 to 2. Selectman Consentino and Selectman Scanlon opposed.

7:50 p.m. (2:50 into movie)

Selectmen’s Reports:
Selectman Fogg:

- Question for Assessor: there is property with deeded beach rights and rights to a right of way where it was discovered the owner is not being taxed? Why does lot have no number and vacant in the book...owner is tax free? Joyce will contact Loren.

- Traffic Control on Winter street: Discussion of Water District having a police detail and/or certified flagger; and signs not being removed overnight.
Selectman Consentino:
- Halloween downtown will be held Friday, October 27, 2017, town wide trick or treat will be held on Tuesday, October 31, 2017.

- Selectman Scanlon moved, seconded by Selectman Dawson to spend $600 to upgrade lights at senior center. Discussion: Selectman Fogg questioned the expenditure being over $500. which led to further discussion of previous sole sourcing. Selectman Scanlon commented it's not a separate project...it's an add on...continue...if he was installing something brand new....Selectman Fogg commented, why have policies - either up number, or change the policy. No further discussion. All in favor. Motion carried

Selectman Fogg moved, seconded by Selectman Saint John, to raise the minimum bid amount requiring three estimates, from $500 to $2500. Discussion: Selectman Scanlon moved, to amend to $1,000.00. No second. Selectman Consentino moved to amend to $2,000. No second. Selectman Saint John moved to amend to $1,500 seconded by Selectman Scanlon. All in favor. Motion carried

Selectman Scanlon:
- Bridge behind Evans Gas station to the Hobby Lobby property: original site plan required two means of egress for the complex and to keep that area open. The State should be responsible for repairing the abandoned bridge/culvert. The original site plan should be reviewed so the new owners/developers and Franklin Savings Bank can open communications.
- Electricity on Island: significant increased electric bill, why?
- Cutting brush along river wall discussion. Joyce could contact D.O.T. Selectman Consentino also noted the Tilton School property which needs trimming on the sidewalk.

Selectman Saint John:
- Welfare manifest: Selectman Dawson confirmed the Selectmen were entitled to obtain further information on confidential welfare vouchers.

Adjournment:
At 8:45 p.m., with no further business to come before the Board, Selectman Consentino moved, seconded by Selectman Fogg, to adjourn. All in favor. Motion passed.

Next Meeting:
Thursday, September 28, 2017, at 4:45 p.m.