Present from Board: Chairman Brown, Selectman Dawson, Selectman Foye, Selectman Manseau, and Selectman O’Leary.

Also present: Town Administrator Alice MacKinnon and secretary Catherine A. Woessner.

Chairman called the meeting to order at 6:02PM.

Announcements:

Chairman announced Town Hall will be closed at noon on the 24th of December and reopen on December 26th.

Chair also reminded the audience that the Cadet Girl Scout Troop 2565 would be working at the Lakes Region Factory Stores doing Holiday Gift Wrapping. They will be wrapping gifts through December 22nd. Special hours on December 23rd, and 24th will be from 10:AM to 5:PM. They are accepting donations.

Chair asked the Board if they had any comments on the minutes of December 5th. Selectman O’Leary made a motion to accept the minutes as written, seconded by Selectman Foye. All were in favor.

Chair made a motion to accept the minutes of the special meeting with the Sewer Commission on December 10th and the Boards meeting later in the evening, seconded by Selectman Dawson. All were in favor.

Chief of Police Kent Chapman joined the meeting to discuss his department’s budget. The Chief explained his salary and the officer’s wages and asked the Board if they would consider an eight percent increase. He is asking for a full time dispatcher and full time clerk. The eight percent increase is not included for these positions. The dispatcher’s
salary would be $28,500 and $31,060 ($14.50 per hr.) for the clerk. Chief asked the Board if they feel eight percent is too much for increases if they would consider five percent. The Chief expressed his concern that some of his officers have been offered jobs with other towns at a much higher rate and does not want to see these officers leave. Chief gave the Board copies of other Town’s pay scales. The Board discussed implementing a step program starting with the Police Dept. Selectman Foye suggested giving them a five percent increase until the step system is in place. Chief Chapman said he would be in agreement with this. Chairman asked the Board if they would support this. Selectman Manseau discussed the step operation and at budget time they would have to anticipate what the projection is for steps. This will have to go into effect for January 1\textsuperscript{st} of 2004. Selectman Manseau suggests a three percent cost of living raise for all employees and then make adjustments by departments as the department becomes mandated based upon competition. This would be three percent plus a blanket figure. The Board agreed with this method. Chairman asked the Board if they support the three percent plus the fixed figure. The Board was in agreement. The Board discussed this and the three percent figure for the patrolmen’s raises would come out to $385, 390.00 for the budgeted figure. Alice said if they add the figure of $11,000 in addition to the three percent increase the budget would be back to what it was. The Chief’s salary will be adjusted after the six-month probationary period, which will be up in April. Using the same method it will bring his salary up to $51,000.

Chief Chapman continued discussing his budget with the Board.

Chief discussed what he would like to do with the parking lot at the police station. He has an estimate from Ken Partridge at $11,096. Chief talked to Public Works Director Dennis Allen about this and they may be able to do it for $8,000 and still may with the help of Dennis’ crew.

Chief Chapman asked the Board of Selectmen for permission to swear in Lisa Carter as a full time patrolman and to have Carla Constant put in Lisa’s position. Chief would start Carla at $14.50 per hour. Chief would also like to promote Sgt. Scott Estes to Lieutenant effective next Friday, and Corporal Owen Wellington to Sergeant.

Selectman Manseau made a motion to authorize Chief Chapman to swear in and promote Lisa Carter as a full time officer, seconded by Selectman O’Leary. All were in favor.

Selectman Manseau made a motion to promote Sgt. Scott Estes to Lt.,
with a six-month probation and then adjust his salary to $46,000, seconded by Selectman Dawson. All were in favor.

Selectman Manseau made a motion to promote Corporal Owen Wellington to Prosecutor Sergeant with a six-month probationary basis and salary increase from $41,000 to $43,000, seconded by Selectman O’Leary. All were in favor.

Chairman discussed the problems with parking in the Municipal Parking lot. He informed Chief Chapman that he would have Dennis Allen modify the signs to include the hours for Municipal Employee Parking from 7:00AM to 5:00PM only. Chief said they also need more 48 hour parking signs around the Municipal Parking lot. Chair said he would have Dennis take care of it. Chair also asked the Chief to have his officers survey the number of PSNH pole lights that are out. Chief said he already has a list going of lights that need to be replaced and will call PSNH.

Mr. Rollins from Vollmer Associates joined the meeting to discuss his proposal for roadway subdivision regulations. Chairman said he was very pleased with his proposal. Mr. Rollins gave the break down on his proposal. He said $2,000 is for the text and $2,000 for the drawings. Alice asked Mr. Rollins if he would outline some of the problems they ran into with the Richardson property. Mr. Rollins said a good example was the culvert pipe. There was only one cross culvert on the project. There was no detail of the trench and bedding for the pipe. The pipe was not bedded properly, it was not deep enough and they thought it was going to crush over a period of time. Mr. Julia who is the representative in the field said it is standard practice to put crushed stone under it. He said it is critical to put the pipe in right. Mr. Rollins said in addition to engineering standards you are looking at safety issues and construction standards. He said a good combination in the end will get you a good road that you can accept that is going to last for ten to fifteen years before you will have to do anything to it. Chairman asked Mr. Rollins if the Board approves the subdivision upgrade if he will be working with the Planning Board. Mr. Rollins suggests the first step would be meeting with the Planning Board for their input.

Mr. Rollins said Peter Julia would be working on this with him. A draft will be sent to the Board and Dennis Allen will be involved in reviewing this also. Mr. Rollins will have the completion of the draft by end of February.

Chairman made a motion to accept the proposal from Vollmer Associates to revise the Town’s subdivision regulations with regards to road
construction and road construction check list regulations at an estimated cost not to exceed $4,000 to be completed by the end of February, seconded by Selectman Manseau. All were in favor. Mr. Rollins will send a contract for the Board to sign.

Public Works Director Dennis Allen joined the meeting to discuss his budget. Chairman informed Dennis that Chief Chapman said his department did a very professional job painting the Police Dept. The Board discussed a three percent raise for the Highway Department. Dennis said he does not think it is fair to his crew and would like to see a five percent increase. Dennis said his crew does additional jobs that they have not done before and he keeps them busy at all times. There was discussion regarding the new person Dennis hired and he will receive a raise after his six-month probationary period. Selectman Manseau discussed giving the three percent cost of living increase and then come up with a dollar figure to make the “step adjustment” with the highway department then this would be the approach, if the Board agrees, to do the rest of the town. The Board continued to discuss the highway budget with Dennis.

The Board came up with a figure of $600.00 added to the three percent cost of living increase. Dennis agreed. The Board discussed the step program with Dennis and he is in agreement. Selectman Manseau made a motion to increase the wages for the highway department three percent cost of living wage plus the $600.00, seconded by Selectman Foye. All were in favor.

Pat Clark and Darlene Bitteto, Liaison Committee for the Tilton-Northfield Recreational Council joined the meeting. Pat informed the Board that on the issue of money that Jim Dodge brought up there were donations made by both communities for a number of years at the level of $500.00 each. Pat said there was an amount of $4,000 that came up before the Center was built. It was approved by Northfield. Jim Dodge was a Selectman at the time and did not feel it was legal to make a donation from the town for a building fund for a non-profit organization. Tilton did not contribute the $4,000 that year. Pat said this is what Cindy Rose recalls happening. Pat reported Northfield did a Master plan survey and there is a lot of feedback. There were comments from people who would like to see programs for the Elderly as well as teens. Many of them had to do with the Recreation Center, recreation, and things for elderly. Pat said they are hoping to get a survey out before town meeting to both towns asking people what kinds of programs they would like. They are also looking for
volunteers to help. They will use this feedback to help with program planning in the years ahead. They are also planning on an open house at the Rec Center and are hoping the feedback is in so it can be shared with the people and discussed along with a tour of the Rec Center. Darlene informed the Board of some new events that will be coming up. There will be a dance at the Middle School which will be on December 20th. There will be skating every Sunday from 6:PM to 8:PM at the Tilton School. Darlene said they need to do more marketing to make residents of the towns aware of what is going on. Darlene would also like to see a babysitting program implemented that is put on by the Red Cross. She would like to see these people that are certified used in the daycare center. Pat said there was also discussion regarding an outdoor skating rink for both communities.

Selectman O’Leary informed Pat that at the budget committee meeting with the Rec Center asked about the contributions and fund raising that is not listed in their budget. Pat said they would bring this up at the next meeting and ask Roland Seymour about it. There was discussion regarding the date the Tilton-Northfield Rec Center became nonprofit. Pat said he would check into it.

Chairman informed Pat that if there were any announcements he would like made regarding any promotions for the Rec Center he would be glad to help out.

Selectman Dawson questioned whether or not there is an ordinance regarding snow being plowed from parking lots onto the sidewalks. Alice will check into this.

The Board discussed the report from Mr. Darbyshire regarding Range Road. The Board read the conclusion of the report and agrees it is a little vague. Chairman said he is not sure they have enough information yet conclusively to decide where Range Road is. Alice suggested having a meeting of the parties involved, the town and the abutters and agree to it. Selectman Dawson said she would get a copy of the deeds to see what they say their boundary is. The Board discussed looking at the maps of the Range Roads. Alice will ask Gayle if she can locate them. The Board will continue to discuss this when Selectman Dawson gets the copies of the deeds.

Chairman adjourned the meeting at 8:57PM.