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

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

Chairman Manseau called the meeting to order at 6:00PM.

APPROVAL:
Payroll and AP Manifests were approved and signed.

Minutes of December 11th, 2003: Selectman O’Leary made a motion to accept the minutes of December 11th, as written, seconded by Selectman Dawson. All were in favor.

1. **Old Business:** Regina Snuffer-Septic System. Selectman Dawson reported D.E.S. is reading the water meter for two weeks on Mrs. Snuffer’s home. The two weeks will be up on December 20th. Selectman Dawson said if she does not hear D.E.S., at that time she would contact D.E.S. on December 22nd, 2003.

2. **Sewer Dept., Audit:** Alice thinks the audit is almost finished.

3. **Industrial Park Rd.** Alice reported to the Board that the correspondence in their packets from town counsel and Mr. Nickerson’s attorney. Mr. Nickerson has met all of the requirements for his road to be accepted except the turning lane. Alice explained that they do not have a permanent driveway permit from the State of NH. They have a temporary permit that allows them access to the Nickerson Assembly lot. Alice said every time a new lot is developed Mr. Nickerson has to obtain another driveway permit. At
some point the State of NH will ask to have the turning lane put in because of the amount of cars going in and out. The Board agreed that without a letter of commitment or the money put in escrow they would not assume liability for the turning lane. The Town will not accept the road until Mr. Nickerson builds the turning Lane. He has not met all of the town’s requirements. Alice reported that Mr. Nickerson made an agreement with PSNH when he sold the two lots to them that he would have the road accepted by the end of this year. Public Service will not build their facility until it becomes a public road. A letter from PSNH was supposed to be sent to the town regarding the turning lane, but that has not transpired. Mr. Nickerson has until the end of December to resolve this issue. Attorney Chandler sent a letter to Mr. Nickerson’s attorney regarding this.

4. **Perambulation:** Selectman Dawson reported she has access to a GPS. Bob Hardy has offered to get a GPS for the perambulation and has also offered to walk the boundary and run it. Selectman Dawson is waiting to hear back from the Town of Sanbornton regarding a date for the perambulation.

5. **Access Rd., DeMoulas:** Alice reported that regarding the snow plowing Dennis has worked this out with Mr. Virgin.

6. **Humane Society:** Selectman Dawson reported that she checked into the Penacook facility and they have as many towns as they can handle. The Board discussed the Meredith Humane Society Contract that was submitted to the Board. After further discussion Selectman Dawson made a motion to accept their contract in the amount of $5,200, seconded by Selectman Brown. All were in favor.

7. **Konover Dev.Corp.** Chairman Manseau reported that he spoke to Chief Chapman and recommended the Chief meet with them to discuss traffic issues regarding the proposal of a new shopping area.

8. **Ice Pond:** Chairman reported he has been in contact with NHMA and has left a message with them regarding guidelines. Chief Chapman is going to meet with the Fire Chief to discuss monitoring the ice and the posting of signs for safety.

Paula Clemente from D.R.A., and Bob Camp, Real Estate
Appraiser Supervisor met with the Board. Paula is the D.R.A. representative for the Community Services Division. Paula explained she is the liaison to the Town of Tilton for D.R.A., and will be glad to answer any questions the Board may have regarding assessing. Paula informed the Board that since the Surrell Decision they have been assisting the towns to be sure they follow the guidelines. They also help towns to be sure their assessments are equitable. They monitor the revalues and do spot-checking. Chairman Manseau asked if they had any plans to provide education regarding assessing for the Selectmen. Paula said they are going to put together a mini course, which will probably be some time in April 2004. Paula will be in touch with the secretary when she has definite dates for the workshop. Alice informed the Board there is also a Statutes course that D.R.A. offers in July, which is for one week and concentrates on the assessment process.

**BUDGET 2004:**

**Youth Opportunities:** Selectman O'Leary who is the liaison to the Budget Committee reported on the presentation they made to the Budget committee last night. Selectman O'Leary reported that Y.O. has relocated out of the Rec Center to the Middle School last year. Last year there were 62 kids from Tilton and this year they reported there were 85. Selectman O'Leary informed the Board that last week 55 kids graduated from their All Star team and there were over 200 people in attendance for the graduation. Selectman O'Leary reported their biggest increase is for salaries. He also reported most of their Grants have been turned down this year or have expired. Last year’s appropriation was $7,000 and this year they are requesting $14,506.14 for the town’s share. The program offers after school programs for kids from 12 to 15 years of age. After discussion, Selectman O'Leary made a motion to accept Youth Opportunities budget request in the amount of $14,506.14, seconded by Selectman Dawson. All were in favor.

**Winnipeusaukee Trail:** The Board discussed the $10,000 that
the town appropriated to Winnipesaukee Trail two years ago, but was not requested by them until this year. This money will need to be reappropriated. Alice suggested that this be done by a separate Warrant Article and be taken out of surplus because this is where the other $10,000 went. Chairman said the question as to where is the other $10,000 is will be asked at Town meeting. Alice explained the $10,000 lapsed into surplus. Chairman's opinion in this matter is to place it as a Warrant Article rather than a budget item. The Board was in agreement.

**T-N Recreational Center:** They have presented their budget to the Budget Committee and it was reported that their budget request is for $45,000. Selectman O'Leary reported that they are staying open until 8:00PM rather than 5:00PM. The Board discussed the status regarding their insurance and would like to have a representative from the Pines attend next week's meeting with information. The Board agreed.

Pat Clark Chairman of the Riverfront Park Committee and Vice Chairman, Center Sanders met with the Board to present a proposal for the park. Pat explained that this is not the final design and are hoping to have the final design by the end of this month based on additional feedback from the public meeting that was held. The Public Hearing date for the final design is going to be January 21ˢᵗ at 7:00PM at the Middle School.

Pat presented the site plan for the Board's review. This design was laid out to meet the need based on the public survey that was done a year ago. This design was given to the design engineers to incorporate the feedback that was received from the citizens into the design. It also fulfills a lot of the requirements that were in the Land and Water Conservation fund. The Grant is in the amount of $100,000 and they will not know if they will receive the monies until sometime in January. Pat explained that the three main items for the LWCF is for water access, handicapped accessibility, and recreation.

Pat explained the project will be done in phases and are hoping to receive funding at town meeting. Phase I will have only one fishing pier to start and the rest in future phases. The Pavilion will not be built in Phase I, but the foundation will be, along with the underground hook ups for water and electricity. Pat
informed the Board that in addition to applying for the $100,000 LWCF Grant they have received in working with the town, $25,000 worth of loam that Winnisquam School gave them. They also have a donation in the amount of $53,785 from Jim Cropsey’s Riverfront Developer. They have received an estimate of $54,000 for the paving of the parking lot which this will pay for. They also have a walkway and have a deeded right of way to go across behind the Black Swan Inn. There are 360 ft., on the Park site that the Riverfront Place has agreed to pay for. This will be a brick paved walkway going through. There is also a $10,000 Grant from Franklin Savings Bank, Community Block Grant. This totals to $189,185 which will off set against the $600,000 they will be asking for at Town Meeting. Chairman asked if Mr. Cropsey’s company is going to maintain the winter maintenance. Pat said these are some of the details that will have to be worked. In a letter from Mr. Cropsey he has agreed to plow the parking lot through out the winter, and he would like the town to do the walkway as the town has the equipment. Other points of discussion were landscaping, possibility of a footbridge across the river, lighting for the ice skating pond. There was discussion regarding the handicapped drop off on Main Street. Pat informed the Board that this will be in a later phase and they will be discussing it with D.O.T. to see if there is funding, such as ICT money.

**Pavilion:** Center Sanders, Co-Chairman reported that at their Public meeting of November 19th, it was decided to have the Bell Tower placed on top of the Pavilion, rather than stand-alone. The style of the pavilion will be Victorian. There will be a small maintenance area for storage of maintenance equipment, a small utility room, and two restrooms are show in the drawing presented. Center said there has been discussion regarding toilets versus portal potties. The people at the meeting preferred the portal potties over flushed toilets. The reason for this decision is maintenance, and concern for vandalism. Center said they will have the architect design two alcoves for porta potties. Chairman Manseau pointed out that perhaps the alcoves could be converted to permanent restrooms at a later time.

Selectman Brown asked if they could put in a monument with bronze plaque where the free standing Bell Tower was supposed
to go. Center reported they are planning on having two plaques on the site that would have a history of what was on the original site. There was also discussion regarding security cameras on the site.

Pat informed the Board that with all of the phases that will make up the park will be around 1.3 million. Pat said the Committee will be concentrating on fund raising for 30 to 50 percent of the cost of the park. Pat informed the Board of future strategies the committee will pursue:

1. Selling park items to community (park benches, picnic tables, BQ stands etc)
2. Pledges (need to identify one large donor to start the process; looking for ideas)
3. Matching park items with groups that have vested interests in those items (flag poles with veteran groups, kayak & canoe take-out ramp with boating groups)
4. Grants (identifying grants for specific plans and goals of our site such as heritage related grants to architectural construction that commemorates the mill history)
5. Soliciting material from major businesses (Big bldg. Supply companies for building materials for the pavilion)
6. Talking to local contractors to help with the various building project elements, builders, cement firms, painting contractors, masons.

They are also looking to get the elderly involved in a program called The Legacy Program. They are also planning on a general fund raising where they will have a list from the most expensive, being the pavilion, to the least expensive, being granite steps. There will be a list of this for people to pick what they would like to contribute to. Pat reported that they have someone from their committee who is researching grants for the fund raising, which will be one of the most important aspects of the project. Selectman O’Leary asked if the Bell is going to be silent or a ringing bell. His concern is that there is a crack in the bell. Center reported that they are aware of this and are going to have it inspected, as they would like it to be a functioning bell.

Pat informed the Board that one of the issues they have that will determine whether or not they build the park is if the clean up in
the park will be done. Pat reported he spoke with Mike Wimsatt, E.P.A. who is recommending using a gentler approach with E.P.A. regarding the clean-up issue. Mr. Wimsatt is recommending they make political contacts who are connected to Senator Sununu and Senator Gregg to inform them of what the Park Committee is trying to do and inform them of how much money has been spent on clean up to date. He recommends asking them to send a letter to E.P.A. that would be in support of Tilton telling them they are very much in favor of Tilton being able to develop a park at that site. Selectman Foye commented that E.P.A. already knows how the Board of Selectmen feel and the Board would like E.P.A. to pay for the clean up at little or no cost to the town. Pat discussed the E.P.A. doing the contouring of the Park when they do the clean up as it would save them a lot of money.

Selectman Foye said they are waiting to hear from E.P.A. to find out exactly how much it is going to cost for the clean up. Selectman Brown reminded Pat they would need site specific. Pat said in talking with Mr. Wimsatt, E.P.A. should be in touch with the Selectmen within the next two weeks.

Alice asked if this is going to be a Bond issue for town meeting. Pat said if they do the Bond they would probably ask for a lot less than it would take to do the Park if they are successful at fund raising. They will not have a figure until mid January. Alice informed Pat that in order to do a Bond they would have to have a Public Hearing by the end of January. Once they are authorized for the Bond at town meeting it is non-lapsing. Alice suggested they request authorization to Bond for $600,000. Pat asked if they could hold the Public Hearing for the final design of the park on January 21st, and also incorporate the Public Hearing on the Bond issue at the same time. Alice said they can do this, but the Selectmen need to do the presentation of the Bond issue. Pat said they would discuss this with the Park Committee next week and get back to the Selectmen for their next meeting. Pat said they plan on getting the figures and final plans for the project by the end of this month. Alice said they would need this information for the Public Hearing.

**Town Administrator report:**
The Board discussed a request from the Land Use office regarding the acceptance of a Bond to cover the condition of approval for Fortin&Redmond Associates curb cut conditions issued by the DOT. Alice informed the Board that she does not think the town should be involved in this Bond. Alice said she spoke with Joe Plessner, Code Enforcement Officer today and said this is an issue where the Planning Board has given conditional subdivision approval. One of the conditions is that they meet DOT requirements. The DOT requirement is that they pave an apron off Calef Hill Rd. They have not done the paving this fall and instead of doing it they would like to post a Bond with the town so they can start marketing the lots and meet that conditional approval by doing so. Alice feels they should be posting the Bond with DOT and DOT can issue them the permit, which meets the conditions of what the Planning Board has set. The Board discussed this and agreed the requirement for the Bond should come from DOT. Chairman Manseau recommended sending a letter to Land Use informing them the issue is with DOT, not the Board of Selectmen. The Board agreed.

Alice discussed the Richardson Road Bond and asked them to vote to release the Bond down to the 50 percent level. Alice said it has been recommended by Vollmer Associates as Mr. Richardson has met the requirements. The town has already released 25% of the Bond. Selectman Brown made a motion to release 25 percent of the Bond, seconded by Selectman O’Leary. All were in favor.

Alice informed the Board that Derek Hunt from the Public Works Department would be leaving as he has taken another job. Dennis will be advertising for a replacement for his position.

Alice informed the Board that the increase in rates for Special Duty Officers was done in a non-public meeting on July 10th, 2003. Alice asked the Board to vote on it this evening in public session retroactive to July 10th, 2003. The increase is to $35.00 per hour with $30.00 to the officers and $5.00 to the town. Selectman Foye made a motion to increase the Special Duty rate to $35.00, retroactive to July 10th, 2003, seconded by Selectman O’Leary. All were in favor.
Selectman Foye adjourned the meeting at 7:45PM.