Selectmen’s meeting minutes of May 13th, 2004

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

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

Chairman Brown called the meeting to order at 6:04PM.

Chairman welcomed Hunter Marcoux from Winnisquam Regional High School who is attending the Selectmen’s meeting as a class assignment.

APPROVAL: Selectman O’Leary made a motion to accept the minutes as written. Selectman Dawson made a minor correction on page 1 and page 3 should be Mr. Jesseman. Selectman O’Leary made a motion to accept the minutes as amended, seconded by Selectmen Foye. All were in favor with the exception of Selectman Manseau who was not at the meeting.

Payroll and A/P Manifests: The Selectmen approved and signed the manifests.

Scheduled meetings with Selectmen: Chief of Police Kent Chapman met with the Selectmen and reported on the generator. Chief Chapman said he thinks a portable generator will work in the area. The hook up will be on the outside of the building so it will be able to be stored at the town garage. Chief said it will be on the School Street side of town hall and a cover would be built to cover the generator. Chief will keep the Board informed when it will be ready.

Chief presented two Highway Safety Grants to be signed. One is a speed grant, for which the overtime is paid to run radar, and the other is a DWI saturation patrol for two nights.

Chief Chapman discussed hiring a cadet to walk Main Street. Chief would like to hire Andrew Phillips who is an 18 year explorer to walk Main Street from
9am to 3pm, Tuesday through Saturday to write parking tickets. Chief explained Mr. Phillips would not have arrest powers, but would wear his explorer uniform. The Board discussed the liability issue and will contact NHMA to be sure he will be covered under the town's plan. The Board was in agreement to hire Mr. Phillips part time during the summer months. Chief Chapman said he would be paid $9.00 per hour.

Chief Chapman reported to the Board that Portsmouth and Laconia P.D. are using elderly to do volunteer work such as helping out with filing in their departments. They have had a good response to this. Chief asked the Board if this is something he could look into. The Board was in agreement and will look into the liability issue. Chief Chapman will look into this and report back to the Board.

At 6:25PM Chairman Brown made a motion to go into non-public session for the purpose of discussing the hiring public employees, seconded by Selectman Foye. Selectman O'Leary, yes, Selectman Dawson, yes, Selectman Manseau, yes, and Chairman, yes.

At 6:57PM the Board resumed their regular meeting.

Chairman Brown reported there was no decision made regarding the hiring of new personnel.

**Correspondence:** Chairman Brown read a letter to the Board from deputy clerk Kathy Yeo regarding performance of weddings at town hall. Her questions are:

1. Is it acceptable, for her or any other JP willing to do it, to perform marriages during normal business hours in town hall only? The Board discussed this any are in agreement that marriages can be performed in town hall during normal business hours.
2. Should she accept payment for her services during normal business hours? The Board discussed this and stated that JP’s are required to charge and if they do not they can possibly lose their JP license. There is a minimum fee of $5.00, but the JP can charge what she wants to.
3. Is there any reason not to be able to provide a list of JP’s in the area in the event she is asked to perform a service and is unable to do so?
4. Should there be a Town policy written for this? The Board discussed this and agrees a policy should be in place. The Board agreed that weddings should be limited in size to under ten people. The Board feels this is a service of the community. Chairman Brown said he feels there should also be a list of JP’s in the area that can be recommended for people coming in to Town Hall if either the deputy or Town Clerk cannot perform
the service. The Board is in agreement with giving out a list of JP’s.

Chairman Brown will put the policy together and have it ready for the Board to sign at their next meeting.

Chairman Brown informed the Board of another issue in the Town Clerk’s office. There are merchants in town who have donated to have community maps printed. The Town Clerk is opposed to giving the maps out. She would like to sell the maps. Chairman feels the maps should be free to the citizens. The Board is in agreement.

Alice said there is no expense to the town. The only thing the town does is verify the names of the streets to make sure they are correct. Alice said Gayle established this when she was Town Clerk and the Town Clerk’s office updates the maps. The Board agrees the maps should be given out at no charge.

The next issue is the Town Clerk’s policy of limiting dump stickers to one per household. The Board discussed this and agreed that citizens should be given one dump sticker per registered vehicle. The Board discussed having a location for the registration numbers on the dump stickers the next time they are printed. The dump stickers would be given out when the motor vehicles are registered. The Board agreed with this.

Mr. Marcoux from the audience asked the Board what he could do, as he is blind and is a taxpayer. He asked if this means he cannot get a dump sticker to have someone out of town bring him to the recycling center. Alice said they would give him a letter of authorization that would be issued to Mr. Marcoux.

**Letter from Attorney Chandler, re: Privilege Communications: RSA: 91A**
Chairman Brown stated this is regarding the April 1st, video of the Selectmen’s meeting that was not shown pending interpretation from Attorney Chandler. Attorney Chandler states that in his opinion the video can be viewed. Attorney Chandler also references NHMA has stated in their book that once the minutes of a meeting have been prepared and accepted tapes of any kind can be destroyed. The Board discussed this and they agree the tape should be aired.

**Vest Pocket Park:**
Chairman Brown discussed the naming of park on the corner of Main & Park Street.

This is State owned property and the town is trying to obtain permission to name it. Alice has been in contact with the State, but has not heard back as of yet.
Policy Statement, Town Hall Key holders:
Chairman Brown explained a policy has been created as to who would hold keys to the town hall and who would not. Chairman asked the Board if the Fire Department should be included. The Board agreed they should have a key. Chairman is also looking into an electronic keypad for the back door. He will get back to the Board when he has the information.

Petition, Village Water District:
Chairman Brown informed the Board that a petition has also been circulated in the town of Northfield and has been signed by more than ten of the district voters in Northfield. Chairman Brown stated they need to establish the boundaries for this district under RSA: 52. Chairman Brown asked the Board if they would agree to a joining meeting with the Northfield Board of Selectmen at their May 18th meeting. Alice said she discussed this with Northfield Town Administrator Joyce Fulweiler and this date would be fine. Alice said the meeting would be to agree on the boundaries and to agree on the date of the District meeting. All of the Selectmen with the exception of Selectman O’Leary who has a prior commitment will attend the meeting. Alice will finalize this with Joyce to place the Tilton Selectmen on the agenda.

Chairman Brown discussed an e-mail that was received from the town of Plaistow asking if Tilton would like to participate in the possible law suite against the State regarding Education Funding issues, especially SB30, 302. Selectman O’Leary suggested putting this on hold as the Attorney General told the legislature that what they are doing right now is illegal and will not meet the constitutionality test. The Board agreed to table this until they see what the legislature does. Alice will give this information to Northfield Town Administrator Joyce Fulweiler as the town of Northfield also received the e-mail from the town of Plaistow.

Old Business:
Awnings over School Street door and second set of doors on Main Street.
Chairman Brown explained the revised estimate is for the School Street entrance awning. It will be a heavy metal sheet that will be put under the canvas to protect from falling ice going through the awning. The Board discussed this and agree it would be the same problem of falling ice over the second set of doors on Main Street. The total estimate for both of the awnings is $3,930.00, plus the $426.00for the metal sheet. The Board further discussed this and feel the best thing to do is to maintain the second set of doors with a coat of varnish every couple of years. The Board is in agreement that the estimate is too costly.

Main Street, Trash removal:
Chairman Brown suggested they add this to their project list. Chairman Brown and Selectman Foye will serve on this committee. They will address issues such as Spring Clean-up and trash on Main Street. The committee will have their information for the Board by September 2004.

Highway Safety Committee:
Selectman Dawson is working on a mission statement for the committee. They also need to be sworn in. Selectman Dawson asked the Board to appoint Peter Fogg who would like to serve on the committee. Selectman O’Leary made a motion to appoint Peter Fogg as a member of the Highway Safety Committee, seconded by Selectman Manseau. All were in favor. Public Works Director Dennis Allen, will not serve as an active member of the committee, but will serve as a consultant on the committee. The Board agreed there would be five members on the committee. They need one more member. There was discussion regarding Kent Chapman serving on the committee. Selectman Manseau will discuss this with him and get back to the Board. The Board discussed the terms of the committee and agreed with 1, one year term, 2, two year terms, and 2, three year terms.

Job Descriptions, Town Administrator and Administrative Secretary:
Chairman Brown informed the Board that these are new job descriptions and need to be approved by the Selectmen to implement the new pay system. The Board will review them and it will be discussed at the next Selectmen’s meeting.

Signs:
Chairman Brown discussed the proposal for a new Municipal Parking Lot sign. It states 48 hour parking only. Selectman Manseau said he is working with Chief Chapman and the it may be changed to 24 hour parking only. The Board also discussed the need for a new hanging sign on Main Street with arrows directing people to the Municipal Parking lot. The Board agreed to get an estimate for a new sign for Main Street. The Board discussed having vinyl signs for the Old Post Office parking lot and a sign for the two spaces between the entrance and exit of the small parking lot on the south side of Main Street.

Chairman Brown informed the Board he received a call from Sharon Trothier regarding traffic signs on Dunlop Drive. Mrs. Trothier is requesting a speed limit sign and a caution, children at play sign. The Board discussed this and agreed with a 20 MPH speed limit sign. Chairman Brown will discuss this with Dennis and have the signs made up.

Pillsbury Park Site:
Chairman Brown reported that he and Selectman Dawson met with the EPA at
the proposed park on May 6th. Dennis Allen, Joe Donovan, a geologist from D.E.S, Pat Clark, Center Sanders and Bob White who is a designer for the park. They discussed the disposition of the debris that EPA cannot handle, such as large chunks of concrete, boulders, steel pipe and brush and asphalt. Chairman said they have resolved these issues. Alice reported to the Board that she heard from EPA today and there is a week’s postponement for mobilizing. They planned on mobilizing on to the site tomorrow, but has been postponed for a week.

Selectman Dawson reported that at that meeting with EPA the Parks Committee discussed providing them with a vibratory roller compactor when they fill in. The Committee offered to rent this equipment for EPA to use, but one of their employees will use the equipment. The cost will come out of the clean-up money for the park. Selectman Manseau made a motion to authorize the town to rent a vibratory roller for use by the EPA, seconded by Selectman O’Leary. All were in favor.

Squantum:
Alice reported to the Board that she received an e-mail from Ron Harvey earlier this week informing her Squantum is finished except for the painting of it. Mr. Harvey said they should be making arrangements for Squantum’s return possibly by Memorial Day. Mr. Harvey suggested using anchors to secure Squantum. David Court will be asked to look at the pedestal for anchoring Squantum.

Chairman Brown informed the Board the electrician that gave the estimate on the lighting of Squantum and the Civil War Monument will not be able to do the project as it is to big an undertaking as he works alone. He suggested we contact a bigger firm. Selectman O’Leary reported to the Board that he spoke to the owner of the brick building where the lighting for Squantum will be attached. The owner is fine with this but would like to be notified of where the lighting will be placed. The Board agreed to ask the owner, Tom for permission in writing when this takes place.

Pike’s Estimate:
Selectman Dawson discussed the estimate from Pike’s regarding adding sand to the loam. The proposal is they will supply and mix 3,500 cubic yards of sand to the existing loam stockpile (approximately 7,500 cyd) for the amount of $21,685.00. Selectman Dawson said that Dr. John Roberts from UNH commented that loam is already about 50 percent sand and recommends more sand should be added on a one to one ratio.

The Board also discussed the rock problem on the field and how to best
remove the rocks. Chairman Brown reported that Pikes is scheduled to start the screening date this week or early next week. Selectman Dawson said if they are suggesting putting six inches of topsoil on the field and there is not enough loam for the Pillsbury Park site they will have to purchase loam for it. After further discussion the Board agreed to have Pike’s do what was originally agreed on and if more loam is needed for the Park site they will have to purchase it.

Selectman Dawson reported that the Park Committee has two new members for the Park Committee that they would like to have the Board of Selectmen appoint. They are Rich and Karen Benson who have been attending meetings and would like to serve on the committee.

Chairman Brown made a motion to appoint Rich and Karen Benson to the Park Committee, seconded by Selectman Foye. Chairman Brown and Selectman Foye rescinded their motion, as a motion is not needed. The Board agreed with the appointment of the Benson’s to the Park Committee and Alice will write a letter to them to inform them of their appointment.

Alice reported to the Board that she has received complaints regarding Spring Clean up. People are complaining about the length of time not being long enough. One such complaint is there is not enough time to bring in leaves to the facility. Alice said four day to have brush and leaves picked up only once during the year is not enough time. The Board will address this issue before next year’s spring clean up. Selectman Dawson said one of the issues is that the burn container that is supposed to be at the facility is not there for burnable items. Chairman Brown said he will discuss this with Dennis to see if he can find room for a 30 yd container.

Selectman Dawson asked Alice if a letter was sent to Mr. Piquette regarding a letter of explanation as to why his assessment increased compared to his neighbor. Alice reported that she understood that the Selectmen invited Mr. Piquette to attend a class that the State, DRA offers regarding assessing for Selectmen. Alice said she will write the letter of explanation, as the classes have not been scheduled.

Selectman Dawson reported she received an e-mail from the Colby’s and there seems to be an issue of Range Road regarding Mr. Hast and the barricades he has placed on the road. The Board discussed this and the barricades are on a portion of Mr. Hast’s property. The Board agreed the Police Department should be notified of the conditions of Range Road and the barricades that Mr. Hast has put on the road. The Colby’s claim Mr. Hast is driving over the portion of Range Road that is their lawn. The Board agreed in their last discussion regarding the Colby/Hast issue that the matter was
classified as a civil matter. Chairman Brown will research the minutes and send this information and also a copy of the letter of agreement that was sent to Mr. Hast to the Colby’s and also to the Police Department.

Selectman Dawson asked Selectman Manseau if the Police Department has changed their policy or considered changing their policy regarding locked vehicles. Selectman Manseau said they have not made any change and still assist people with locked vehicles. There was discussion regarding new vehicles with the electronic door locks and damage that can be done when unlocking the doors. Selectman O'Leary said the Police have a waiver that the people sign and they also have an air bag that is inflated inside the door to reduce the risk of damage.

Selectman Manseau said he will check into how many of these lock outs the Police handle and if it is excessive they can then create a policy.

Selectman Dawson discussed the hiring of a company to do the town wide assessing. Alice said she has sent out RFP’s and is waiting to hear back.

Clayton Andrus called Selectman Dawson inquiring as to why his taxes have gone up this year. Mr. Andrus said he was told it was because of sewer, but he does not have sewer. Selectman Dawson talked to the Sewer Commissioners and they reported that Mr. Andrus does not have access to sewer. Alice said she will change this information and issue him a refund. The Sewer Commission will send this information to the Selectmen stating Mr. Andrus does not have access to sewer even though it runs by his house.

Alice reported to the Board that the Rural Development Grant for the Lochmere Project has not come through and is not going to be funded this year. Alice said there may be a two-year delay in funding.

Selectman O'Leary reported that the Budget Committee needs a letter of resignation from Ian Manseau so they can pursue another member for the Budget Committee.

Selectman O'Leary reported that there was discussion at the Planning Board meeting regarding the use of the Ice Pond. Selectman O'Leary reported that Lakes Region Audi owns half of the pond. Selectman Manseau stated that the Conservation Committee might be able to assist in this matter.

At 8:25PM Selectman Foye adjourned the meeting.