Present from the Board:
Chairman Brown, Selectmen Foye, Dawson, and Manseau. Selectman O'Leary was not present.

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

Chairman Brown called the Employee Public Meeting to order at 5:29PM.

Chairman Brown stated the purposed of the Public Meeting is for the Selectmen to listen to comments and concerns that the employees may have regarding review of the draft employee handbook that was given to all of the town employees. Chairman Brown informed the employees that the Selectmen would like to know if there are any issues or questions, they would try to clarify them.

Public Works Director Dennis Allen asked for an explanation as to why the annual leave has been changed from an employee having to work for three years before receiving three weeks vacation to working for four years, to earn three weeks vacation.

Alice explained the Board felt it was too liberal to offer three weeks vacation after three years of work, but they have also lowered the amount to earn four weeks vacation after working nine years, rather than 15 years. Chairman
Brown said a recommendation has been made to add two more categories regarding vacation which the Selectmen will consider for 15 and 20 year intervals to five and six weeks of vacation. Dennis said he has concerns regarding changing the vacation from three weeks after three years of employment to having to work four years for three years employment as a few of his men would have been eligible for three weeks of vacation.

Building Inspector Joe Plessner stated that in the draft employee handbook he noticed in several places it makes reference to the town having the right to fire employees for “no cause”. Mr. Plessner does not feel this is appropriate as this makes all of the jobs political, if someone does not like someone, they can just let them go. Mr. Plessner feels there should be cause for letting an employee go. The Board agreed to have it changed from any reason to, for “just cause”. Sue Fecteau asked about town officials who are elected, and are thus exempt unless they regularly work 35 scheduled hours per week or more. Alice explained that if you are an elected official you are not a town employee by definition, you are an elected official. Alice said it is up to the elected officials to negotiate their own terms with the Selectmen. The employee manual can be used as a guideline.

Fred Wells, Highway department asked about the changes in the health insurance the town provides for the employees. The town is offering to pay the premium cost for up to two under the JYMC Plan. Alice explained the town is trying to cap its cost for health insurance, but is offering plans that would come under that cap, even a family plan, but it might not be the plan that employees currently have. Alice explained that right now all employees are covered under Blue Cross/Blue Shield Plan JYMC. The other two plans are less expensive, but have co-pay. Alice said they met with the Police Department this morning and they indicated that thought the town should reimburse individuals for the co-pay. Alice said the cost for a family plan for the Blue Cross/Blue Shield Plan is almost $1,700 per month. The cost to cover a family plan is approximately $21,000 per year. What the town is
proposing with the other plans would drop the town’s cost to $15,500. The savings would be approximately $5,000 per family plan. The Police Department suggested the town have a fund to reimburse the employees for their co-pays. The Board will research the other insurance plans before they make a decision. The Board is also proposing to give each employee 10 personnel days per year rather than 1 ¼ sick day per month that can be accumulated to 60 days. The question was asked as to what happens to the sick days that have been accumulated. Alice said they would get a list of all employees who have the sixty-day cap. Alice said if an employee leaves they get 12 of those days. The Board will discuss options regarding this change. There was discussion regarding the personal days. In the employee manual it says they can be taken for a “bonafide reason”. After discussion it was agreed to take out bonafide reason. There was also discussion on personal time for regular part-time positions. Alice said it is pro-rated for regular part-time positions and will be added into the employee manual.

There was also discussion regarding the exclusion of overtime in a workweek when an employee has taken personal, annual/vacation time during that week. Hours worked shall mean hours actually worked which excludes personal and annual leave/vacation days unless the employee has been called into work due to a weather emergency. In that case, personal days and annual leave/vacation days can be counted as hours worked for the purposes of computing overtime. Carla Constant from PD asked if in a case where a police officer has taken a vacation day on Monday and end up having over time at the end of their shift, would they be able to buy back that personal day at the beginning of the week. Alice said that would be allowed for all departments. The Board said they would discuss options regarding this.

Chairman Brown said there would be modifications made to the employee manual and once that is done there would be other meetings with employees.

At 6:00PM Chairman Brown made a motion to take a recess from the public meeting to go into the Public
Hearing, seconded by Selectman Foye. All were in favor.

Chairman Brown called the Public Hearing to order at 6:03PM. The purpose of the Public Hearing is to allow the Board of Selectmen to accept and authorize the expenditure of unanticipated revenues from the State of New Hampshire and from private sources as follows: For the construction of the Riverfront Park.

Public Service, $4,000, Franklin Savings, $10,000, Rotary Club, $10,000, with a pledge for another $7,500. New England Grassroots Environment Fund, $1,500, Tilton School, $1,000, and private individuals, $20,000.

Chairman Brown made a motion to accept and authorize the expenditure of all donations that have been received from Federal, State, and private sources to date, seconded by Selectmen Foye. All were in favor.

For assistance with Police Work: The State of New Hampshire, DWI Detail, Overtime, $900.00. Selectman Manseau made a motion to authorize the expenditure of the funds from the State of New Hampshire for expenses for police activities, seconded by Chairman Brown. All were in favor.

Chairman asked for public input. There was none.

Pat Clark, Chairman of the Riverfront Committee joined the meeting. Mr. Clark passed out copies of the list of donors who have contributed funds for the Park.

Pat updated the Board regarding the $400,000 grant the committee applied for and is hoping to hear back sometime in the summer. Alice asked if they do receive the $400,000 grant if the committee will continue to actively fund raise in hopes of raising another $200,000. Pat said they will continue to work on the fund raising and are getting ready to go out to bid sometime in January or February of 2005. Alice asked if by March town meeting of 2005 they would have a bid price. Alice reminded Pat that at last town meeting there was an amendment that the Riverfront Park Committee has a ceiling as to what they can spend which is $1.1 million without going back to town
meeting to get an amendment to it, or to increase it.

Pat informed the Board that they would like to have a donor wall of all the people who have made donations to the Park. They would like to have the wall underneath the roof of the pavilion.

At 6:19PM Chairman Brown made a motion to adjourn the Public Hearing to authorize the expenditure of unanticipated revenues and return to the public meeting, seconded by Selectman Dawson. All were in favor.

APPROVAL:

Minutes of October 28th, 2004. Selectman Dawson asked to have a correction made on page three should not read “he said”, should be “he indicated”. Chairman Brown made a motion to accept the minutes of October 28th, 2004, as amended, seconded by Selectman Manseau. All were in favor.

AP & PAYROLL MANIFESTS: The Selectmen approved and signed the manifests.

OLD BUSINESS I: Reval bids for the Town of Tilton reassessment for 2005. Alice reported to the Selectmen that she contacted Vision Appraisal per their request to find out what their cost would be without version six and without Internet access. Alice said they quoted her $120,000. Alice explained that Vision would be most compatible as she already has their software. Alice said she feels the software upgrade will be included in the $120,000 quote she received. After the Board discussed this Selectman Manseau made a motion to accept the contract with Vision up to a ceiling of $135,000 subject to Alice’s negotiations with them, seconded by Selectman Foye. All were in favor. Alice asked the Board’s approval for the Chairman to sign the contract. Selectman Manseau made a motion to authorize Chairman Brown to sign the contract for the Board, seconded by Selectman Foye. All were in favor.

OLD BUSINESS II: Employee Manual. Chairman Brown said this would go back to the committee for the proposed
changes.

**OLD BUSINESS III:** Bestway contract, bids for trash. Alice informed the Board that she has not received an estimate back from Waste Management. Alice said Northfield has tentatively agreed to accept Bestway’s contract.

**NEW BUSINESS I:** Budget 2005, outside agencies. The Selectmen will forward their recommendations on the outside agencies funding requests to the Budget Committee.

**REQUESTS FOR 2005 BUDGET**

1. **NEW BEGINNINGS:** Request for $1,300, which is level funded. Selectman Foye made a motion to accept the request for $1,300, seconded by Selectman Manseau. All were in favor.

2. **GENESIS:** Request for $4,451.00. This agency receives money from Local, State, and Federal. Selectman Foye made a motion to deny the request from Genesis in the amount of $4,451.00, seconded by Selectman Dawson. All were in favor.

3. **LAKES REGION ASSOCIATION:** Request for $250.00. Selectman Manseau made a motion not to fund Lakes Region Association $250.00, seconded by Selectman Foye. All were in favor.

4. **Summer Concert Series:** Request for $2,000, which is level funded. Selectman Manseau made a motion to accept the request of $2,000, seconded by Selectman Dawson. All were in favor.

5. **Community Action Program:** Request for $19,066. An increase of $1,169.00 is requested. Selectman Manseau made a motion to accept the request of $19,066.00, seconded by Selectman Foye. All were in favor.

6. **Child & Family Services:** Request for $2,000 which is level funded. Selectman Foye made a motion to accept the request of $2,000.00,
7. **Lakes Region Planning Commission:** Request for $3,372.00, which is level funded. Chairman Brown made a motion to accept the request of $3,372.00 for the Lakes Region Planning Commission, seconded by Selectman Manseau. All were in favor.

8. **Franklin VNA:** Request for $13,125.00, which is level funded. Selectman Manseau made a motion to accept the request of $13,125.00, seconded by Selectman Dawson. All were in favor.

9. **Parks Cemetery:** Request for $3,000, which is an increase of $1,250.00. This is their first increase in fifteen years. Alice explained their request for an increase is attributed to interest rates being so low they are not getting the income from their trust. Selectman Foye made a motion to accept the request of $3,000.00, seconded by Selectman Manseau. All were in favor.

10. **Old Home Day:** Request for $2,500.00, which is level funded. Selectman Manseau made a motion to accept the request of $2,500.00, seconded by Selectman Foye. All were in favor.

11. **Hall Memorial Library:** Request for $99,550.00, a 13.77 percent increase requested. Chairman Brown informed the Board that one of the reasons for the increase is the wages for their part time employees have fallen behind the regional average. The lowest wage is $10.00 per hour and the highest is at $11.75 per hour with out fringe benefits. They would like to raise this by six percent based on merit and educational background. The second item is program changes requested by surveys. There is also a need for expanded hours on weekends, Saturday and Sunday.

    After the Board discussed this they recommend increasing the Library’s request to seven percent, not the requested 13.77 percent. Selectman
Manseau made a motion to cap the increase at seven percent for the Hall Memorial Library, seconded by Selectman Dawson. All were in favor.

12. **Youth Assistance:** Request for $51,162.00, a 5 percent increase requested. Chairman Brown explained that Tilton & Northfield would each pay $255.44 for the increase in Health Insurance, and Sanbornton would pay $165.13. That will bring the requested amount to $51,416.33. Chairman Brown made a motion to increase the YAP 2005 budget request to $51,416.33, seconded by Selectman Manseau. All were in favor.

13. **Lakes Region Community: Request** for $1,500 for 2005, down $100.00 from last year's request. Selectman Foye made a motion to accept the request of $1,500.00, seconded by Selectman Manseau. All were in favor.

14. **T-N Recreation Council:** Request is for $45,000.00 level funded. Selectman Manseau made a motion to accept T-N Recreation Council's request for $45,000.00, seconded by Chairman Brown. All were in favor.

15. **Youth Opportunities:** Request is for $16,960.00, a 16.9 percent increase. The Board discussed whether or not this organization offers the same services as T-N Recreation Council. There is a difference in the age brackets these organizations work with. Selectman Manseau said he would like to see these two organizations work more closely together. After the Board discussed the increase from Y.O., they decided on an increase of seven percent. Chairman Brown made a motion to recommend a cap of seven percent increase, $15,523.00, to Y.O., seconded by Selectman Manseau. All were in favor.

16. **Lakes Region Public Access:** Request is for $2,974.00, an 11.1 percent increase. After the Board discussed this they agreed to cap their request at seven percent. Selectman Foye made a
motion to cap the Lakes Region Public Access request for funding at seven percent, $2,863.00, seconded by Selectman Dawson. All were in favor.

17. **Humane Society:** Request is for $5,900.00, a 13.5 percent increase. Selectman Foye made a motion to accept the request from the Humane Society for $5,900.00, seconded by Selectman Manseau. All were in favor.

18. **Household Hazardous Waste:** Request is for $1,810.00. Selectman Foye made a motion to accept the request from Household Hazardous Waste for $1,810.00, seconded by Selectman Manseau. All were in favor.

**Reports from Selectmen**

**Selectman Manseau:**

Estimate from Ian Graphics parking lot sign. Selectman Manseau asked if the town has permission from the owner of the pole to hang the sign. This will be checked into. Chairman Brown questioned whether or not it was necessary to have such a large sign. The Board will discuss this further as it will not be done until 2005.

PSNH Street lights. Selectman Manseau reported that there are a lot of pole lights out through out town. Selectman Dawson reported a light has been removed on Chapman Road. Chairman Brown said they would talk to the Police Department first as they keep an inventory of what lights are out. Alice said she would call the community representative from PSNH.

**Selectman Dawson:**

Asked if there was any information on the town owned properties on Silver Lake Rd, and Chapman Rd. Alice said the one on Chapman Rd., was offered to an abutter for back taxes, but he thought this was too high. Alice said it was her understanding that he was going to write a letter to the Selectman to make an offer on the property. Alice said Mr. Plessner gave her this information and will ask
him if he has any new information.

Selectman Dawson asked about the contract agreement with Mr. Cropsey. Alice said she received the draft from Chairman Brown and will forward it to Attorney Chandler.

Selectman Dawson asked about releasing the minutes of non-public sessions that are sealed, pending further investigation. The Board discussed this and agreed they will have to review the non-public sessions before this can be done.

Selectman Foye made a motion to adjourn at 7:30PM, seconded by Selectman Manseau. All were in favor.