TOWN OF TILTON
BOARD OF SELECTMEN MEETING

257 Main Street
Tilton, New Hampshire 03276

Selectmen’s meeting
minutes of:
December 30th, 2004

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

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

Chairman Brown called the meeting to order at 5:34PM.

Appointments:

Police Chief Kent Chapman: (Budget 2005)

Chief Chapman presented his revised budget to the
Selectmen.

The Selectmen reviewed the Police Department’s budget
for 2005.

After discussing heating fuel in the police budget it was
agreed it should be increased from $1,900.00 to $2,100.00
for the year.

Chief explained his department is upgrading their computer
system and will have a three-year warranty on the new
system. The contract is with MacDurgin.

Chief explained the purchase of a new cruiser for 2005.
He said if they do not purchase a new one every year then
in two years they will have to purchase two new cruisers.
Chief explained that on average they put 90,000 miles per
Chief Chapman said the maintenance to the cruisers being done by the highway department is going very well.

Chairman Brown asked Chief Chapman what is going to be done with the new emergency generator. Chief Chapman reported that the person handling this will be back on January 3rd, and he will meet with the Chief next week.

Chairman Brown asked about the letter from Johanna Ames addressed to the police department regarding youths running through pocket park to get to the back of the Video Vendor store. Chief Chapman reported that there are officers on foot patrol as well as cruiser surveillance. There have been no further reports of youths behind the Video Vendor store. Selectman Manseau asked the Chief if his department could work on a street light inventory. There are a lot of PSNH pole lights out throughout town. Chief Chapman said he would look into it.

At this time Chief Chapman asked to go into non-public session to discuss a personnel matter.

At 5:50PM Selectman Manseau made a motion to go into executive session to discuss a personnel matter regarding the police department, seconded by Chairman Brown. Selectman Dawson, yes, Selectman Foye, yes, Selectman Manseau, yes, and Chairman Brown, yes.

At 6:00PM Chairman Brown resumed their regular meeting.

**OLD BUSINESS I:**

**REVISED EMPLOYEE HANDBOOK:**

Employees from the Police Dept., and Highway Dept., joined the meeting.

Chairman Brown informed everyone that the changes made are from the previous discussions that were concerns of the employees.

**OVERTIME HOURS:** Pg. 12.
Alice explained that if an employee (police dept., & highway dept.) works more than eight hours in a day because of an emergency they are entitled to overtime. Alice said an emergency is determined by the supervisor, department heads.

ANNUAL LEAVE: PG. 14

Chairman Brown reported that it was recommended by Selectman Manseau that after 15 years of employment, an employee would earn another day for each year, up to 25 workdays. Chief Chapman said he has some concerns with this and explained why to the Board. Chief Chapman said he has four new hires this year and they were promised that they would receive three weeks vacation after three years of employment. The old policy gave them after three years, three weeks vacations and the new policy, three weeks vacation after four years of employment. Chief Chapman is asking to have these four employees that were hired prior to 12/31/04 be grand fathered and receive the 15 days vacation upon the completion of three years of continuous employment on their anniversary date. Those hired after 1/1/05 will receive the benefits as written in the employee handbook. Chief Chapman also discussed the prior policy of 25 years that has been granted to prior employees with 25 years to receive their full sick benefit granted to them. Chief informed the Board that Captain Wellington is only eight months away from the 25 years and is asking the Board to reconsider this. Chairman Brown said this is a separate issue that will be discussed after the first of the year. Chief Chapman also asked to be part of the discussion process. Chief Chapman discussed the Health Insurance options the town is offering employees.

As of now the town is offering a cap of $1,240.95 for the family plan. If an employee stays with the current JY plan they will have to pay the $434.34 difference. If they choose the Blue Choice program they would have to contribute $109.54 per month. Chief Chapman is suggesting the town offer two choices for the employees. One, the town pay for the Matthew Thornton plan and/or
the Blue Choice up to a family plan. If the employees choose to stay with the JY plan, they will pay the difference.

A question was raised regarding the meaning of personnel days. According to the employee handbook it reads “unforeseen emergencies”. After the Board discussed this, they agreed to take out the paragraph with “unforeseen emergencies. It will read in the employee handbook “full-time employees may have four (4) workdays of Personal Leave at their regular rate of pay available each calendar year.

A question was raised regarding vacation taken on employee’s anniversary date. Alice explained it would be pro-rated for this year.

There was discussion regarding the wording on page 16 (4) concerning an employee who is going to be absent from work must call their dept. head or immediate supervisor within two (2) hours of the designated shift on the day of absence. The Board agreed the department head must make their own call in policy. There should be a written policy by the department head. Alice said they must call their department head as provided for in the department rules.

The Board discussed the changes in the Health Insurance suggested by Chief Chapman. Alice said the cap for family plan would be at $1,351.0 per month, not the cap of $1,241.00, a difference of $111.00 per month the town would pay. If employees choose the JY plan, they will pay the difference of $434.34 per month. The town would still be offering the three plans of Matthew Thornton, Blue Choice or the JY plan. Selectman Manseau made a motion to modify the medical insurance coverage to the recommendations of Chief Chapman. The town will contribute the total cost of a Blue Choice Family Plan and the total cost of Matthew Thornton Family Plan, but if an employee chooses the JY plan, the town will limit it’s contribution to a two person, seconded by Chairman Brown. All were in favor.

The Board discussed Chief Chapman’s request for three
weeks vacation after three years of employment for employees hired prior to January 1st, 2005. There will be an addendum to the employee handbook with a list of the employees who will be entitled to three weeks of vacation after three years of employment on their anniversary date. Carla will submit the list to Alice. The Board was in agreement.

Selectman Foye made a motion to adopt the employee handbook as amended along with the addendum, seconded by Selectman Dawson. All were in favor. Alice will make the changes and present the employee handbook for the Board to sign at the next meeting.

**APPROVAL: MINUTES OF 12/16/04:** Chairman Brown made a motion to accept the minutes of December 16th, 2004 as written, seconded by Selectman Dawson. All were in favor.

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

**OLD BUSINESS II: SELECTMEN’S BUDGET, 2005:**

Alice informed the Board that she used three percent for COLA for the budget. Alice said that Chief Chapman and Dennis Allen used four percent in figuring COLA.

Alice stated that regarding the merit raise she used one percent with the exception of a couple of people that she felt deserved more. Alice put this in a pool. The Board discussed the fact that the merit is built into the pay scale. Alice said there is a range on each step. The steps are not automatic, but based on performance. Chairman Brown said if the employee satisfies the time requirement, then they have to have the performance to go with it. Alice said she would need to increase this. Alice informed the Board that she put in $25,000 for accrued benefits as a method of addressing the sick leave issue.

Alice informed the Board that the only differences are salary changes and some items to discuss with the Board. Alice said under administration conventions the town has paid for a long time for the town clerk to go to the New
England town clerk’s convention, which costs, between $700 and $800. Alice said her recommendation is the town offer to pay 50 percent of the cost if the town clerk wishes to go. Alice said the town is required to pay for the State conference, which is $400.00. Alice said they also pay for the tax collector’s conference, which is $600.00. Chairman Brown suggested the town pay for the mandatory and pay half the cost of the other conferences. The Board discussed this and will draw up a policy for all employees who wish to attend regional conventions, a non-mandatory convention and workshops.

The Board discussed the town clerk’s request for a salary increase to $36,000. Alice recommends a three percent COLA increase. Selectman Manseau and Foye were in agreement with the three percent COLA. Selectman Dawson would like to have more time to think about it.

Alice discussed the request from the Planning Board’s request for money in the budget for a C.I.P., program and impact fees in the amount of $8,000. Alice will create a new line in the budget under Capital Improvement Program. The Board agreed to have this added into the budget.

Alice informed the Board that under town hall repairs is an estimate from Caswell’s to create a controlled atmosphere in the basement of town hall for storage of records. The estimate is $14,300. There was discussion regarding a secure area for the police department records.

Joe Plessner who obtained the estimate informed the Board that this includes the equipment to maintain the environment. There is still carpentry, door work, and locks, which would be an additional $3,000 or $4,000. Alice said she put $22,000 in the budget for town hall repairs, so this should cover it. Alice said this would also be for the outside window sashes of town hall by Doubleday.

The Board continued to discuss items in the budget.

Alice reported that there is $6,500 in the budget for the Grange Building. Selectman Foye asked to have this changed to $8,000 to cover the cost of the kitchen. The
Board was in agreement.

Alice said she put $15,000 in the budget under recreation miscellaneous for the baseball field fence, not to go into capital reserve.

Alice stated that last year’s budget minus all of the bond issues was 3.4 million and this year’s proposed budget is around 3.6 million, possibly a little higher. Alice said this reflects 3 percent COLA for administration and 4 percent COLA for police and highway.

Chairman Brown asked the Board to continue the discussion on the town clerk’s request for an increase in salary. Chairman Brown said he is recommending an increase to $34,114.00. The Board discussed this and feels they need more specifics as to how long other town clerk’s have held the position, benefits, and rate of pay, full time or part time position. Alice will call the five towns the town clerk used as a comparison.

Chairman Brown said the total of the highway department’s budget is $829,000, which includes a new lawn mower for $12,600.00. This lawn mower is to be used for the new park and ball field. The Board discussed the sidewalk device that was purchased two years ago came with an attachment to do the mowing. Chairman discussed this with Dennis and he would have to change the wheels to do this. Dennis also said this machine is top heavy. Chairman Brown said he would get more information on this and check the price on the additions to the machine.

Chairman Brown asked the Board to discuss the COLA. Selectman Manseau suggested that rather than adding COLA to the pay scale, recalculate the COLA for each individual employee and pay it to them in one lump sum. Selectman Manseau explained that it would not impact the pay scale at this point in time because every year it is added to the pay scale. The only effect on the salaries would be through the step raises. The payment to the employees would be like a bonus at the end of the year or their anniversary date. After the Board discussed this proposal they agreed with the 3 percent COLA, effective
January 1, and the pay out would be on April 1, 2005. Merit raises would be on July 1, 2005.

Selectman Manseau made a motion to calculate the COLA pay increase on January 1st, 2005 at the rate of 3 percent to payout the amount on April 1st, 2005 and the merit raises will be effective July 1st, 2005, seconded by Selectman Foye. All were in favor. Alice said she would put a separate line for the COLA for administrative, police department and highway. The merit pool will be there as well. Alice said whatever the merit raise is will increase the base pay, or hourly rate. Alice said the police department is looking at 4 percent merit increase. Public Works Director Dennis Allen is looking to go from step 4 to step 6. Chairman Brown explained to the Board why the crew is not receiving merit increases as they are in their appropriate steps and some of the steps run for two or two and a half years before they are eligible for the next one. The Board also discussed why Dennis is doing a double step for merit in one year. Alice said she would check into this.

Budget Committee member Joe Plessner explained his proposal for the mowing of the ball field. Joe is suggesting using someone who is retired who would be willing to work for the mowing season. He is also suggesting purchasing a tractor with a five foot deck on it and having a shed at the ball field to keep the equipment in. The Board discussed this proposal and Joe Plessner will check into prices for a John Deere machine and Chairman Brown will check into the x-mark lawn mower Selectman Dawson suggested. This will be discussed at the next Selectmen’s meeting.

Chairman Brown discussed the Memorandum of Understanding for snow removal for MC & G, Inc. and the Town of Tilton. Selectman Dawson questioned paragraph four, which states this agreement shall remain in effect until such time as the roadside sidewalk between the Black Swan Inn and Riverside Place is completed by N.H. Department of Transportation. Selectman Dawson said she does not remember this discussion. Selectman
Dawson said she made the comment during that discussion that the sidewalk is designed for handicapped accessibility all the way to the parking lot. Selectman Dawson said the grade coming up Mill Street from that parking lot would definitely impede someone in a wheelchair. Selectman does not feel it is necessary to put this in the memorandum because it is subject to review in three-year intervals from its effective date. Alice asked if she should change it to read “shall be subject to review at three year intervals from its effective date” remove the rest of the wording. The Board was in agreement. Alice will send this back to Attorney Chandler to have it revised. Alice will also send a copy of this to Jim Cropsey.

Chairman Brown reviewed a letter from Mr. Barry, D.O.T. asking the town if they would lend the State money for the Silver Lake Road Construction Project.

The Board discussed responding to Mr. Barry. Selectman Dawson who is on the Highway Safety Committee informed the Board that the committee feels this should be brought to the Selectmen for them to decide. Alice said they would have to raise and appropriate the money. The Board does not want to go back to town meeting to ask for more money. Selectman Dawson’s suggestion is to do Silver Lake Road first and then when the State has the money they can do River Rd., and Church St. The Board discussed how this will be tied into the sewer project. Alice suggested to the Board they get something in writing from the Sewer Commissioners as to when they think they will get funding for the sewer project and contact Senator Judd Gregg for help with the funding, before the Selectmen send a letter to the State.

REPORTS FROM SELECTMEN:

Selectman Manseau informed the Board of a letter he received from Wendy Monninger regarding her intent to cut. Selectman Manseau said Ms. Monninger was told she needs power of attorney. Alice informed the Board that Ms. Monninger signed the report of cut and put, P.O.A. (power of attorney). Alice asked her to forward a copy of the P.O.A. to town hall to have on file. Ms. Monninger said
she would fax it to Alice, but it was not received. Alice said Ms. Monninger cannot sign the report of cut using a power of attorney she does not have. After the Board discussed this it was agreed to have Selectman Manseau call Ms. Monninger and ask for a copy of the power of attorney. Alice said once she receives the power of attorney she can process the tax bill for the timber cut at Sherryland Park.

Selectman Dawson discussed household burnables. She questioned whether or not the public works department knows the difference between household burnable and what is put out for trash pick-up, they are the same thing. Selectman Dawson reported that someone brought household burnables to the garage and they were turned away stating that the household burnable container is no longer there. They were not told to put in the regular garbage container, which is what it is. Selectman Dawson said this has happened to her also. She also called Bestway who picks up Tilton’s trash, curbside to confirm what burnables are. Chairman Brown said he would discuss this with Dennis to educate his crew. There is a notice that has been posted throughout town that lists what cannot go into curbside and should be posted at the town garage.

Selectman Dawson asked to discuss the e-mails from Mr. Tinker regarding who is responsible for plowing the sidewalks whether it is winter or summer maintenance. Selectman Dawson said she spoke to Michael Pillsbury, D.O.T., State Maintenance Engineer. Mr. Pillsbury is going to send his opinion and back it up with whatever he can find for paper work.

Selectman Dawson also said she spoke to other people at D.O.T., and one concurred with the letter the town has that the town does not have any official obligation for that sidewalk. Mr. Pillsbury does not agree, but he is going to do the research. The Board does not believe they have to plow the sidewalk for any handicapped person. Selectman Dawson said there are other means to get to Market Basket (Sherrwood Drive and Shaws’s over I-93). There is the GLTA that stop twice in Tilton to be picked up and returned. Selectman Dawson feels they need to solve the
problem as to who is responsible for the maintenance of the sidewalks, the town or the State. The Board agreed to wait for the response from Mr. Pillsbury. Regarding plowing for ADA, Selectman Dawson would like a legal opinion. Alice will talk to Attorney Chandler regarding this issue and get back to the Board at their next meeting. The Board was in agreement.

Selectman Dawson reported that public works is still using the plow on the sidewalks in Lochmere and it is tearing up the sidewalks. Selectman Dawson thought they were supposed to use the snowblower.

PUBLIC INPUT:

Carla Constant asked if the Cedar Street sidewalks were exempt from plowing. She is concerned as there are many school children that have to walk in the road making it a dangerous situation. Alice said this is one that has not been plowed in the past. Chairman Brown said he will discuss this with Dennis and also the stop sign at the end of Winter Street that is blocked with overgrown trees and needs to be cleaned.

Chairman Brown asked the Board if they would authorize compensation to Selectman Foye and himself for work that they did on the Grange. The rate is $12.00 per hour. Selectman Manseau made a motion to compensate Selectman Foye and Chairman Brown for their work at the Grange, seconded by Selectman Dawson. All were in favor.

Selectman Foye adjourned the meeting at 8:15PM.