Selectmen’s meeting minutes of May 19th, 2005

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

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

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

APPROVAL: MINUTES OF MAY 5, 2005
Selectman Dawson asked to have an additional sentence added on page one, first paragraph. “There is an actual elevation that marks the A.U.R.” On page three indicate that it was Selectman Brown who reported that Selectman O’Leary requested DOT put sidewalks in on the south side. On page seven regarding the letter from Main Street Selectman Dawson asked to have a sentence added that it was agreed that anything brought to the front desk that is indicated for the Selectmen’s box, it was agreed that it would go there. Chairman Manseau made a motion to accept the minutes of May 5, 2005 as amended, seconded by Selectman Dawson. All were in favor.

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

OLD BUSINESS:
1. School Funding Committee. Selectman Dawson reported the committee meets on the Thursday evening that the Selectmen do not meet.
2. Letter to Mr. Cropsey. Alice said she would contact him regarding the letter.
3. Parking lot sign, letter of release of liability. Alice said she did not do it because she thinks an attorney should to be sure it is worded properly. Alice suggested Attorney Chandler draw it up. Selectman Dawson suggested they use the same letter that was created for David Court. Alice said she would work on it.
4. State workers, Spring Clean-up. Alice said she did not hear any complaints and thinks everything worked out all right. Alice said there was only one inmate, not two. Chairman Manseau suggested using them to sweep the sidewalks especially around the intersections where there are traffic lights. Alice said she would mention this to Dennis.
5. Town reassessment. Alice reported that everything is going well and has not received any complaints.
6. Response from Lakes Region Public Access. Alice said she has not received a response from them.
Selectmen's meeting minutes of 5/19/05

Chairman Manseau informed the Board that he has a request from Pat Clark regarding the bell from the Old Pillsbury Mill Site. Clough's has volunteered to sandblast the bell in preparation of being painted. They will need the Public Works Department crew to transport the bell to Clough's. Chairman Manseau asked to have a release of liability letter for Clough's from the Selectmen's office. Selectman Brown will talk to Dennis regarding the moving of the bell. Chairman Manseau said there is also going to be some work done on the pulley. Selectman Dawson said someone would be making a new yoke for the pulley.

Alice reported that Public Works Director Dennis Allen has agreed to serve on the Loss Management Committee and so has Joe Plessner. Chief Kent Chapman said he would serve, but they will also need one police officer to serve. Chairman Manseau said he would e-mail the Chief for the name of the officer to serve on the committee.

Restitution on repair of fence. Chairman Manseau said they want an exact estimate after the repairs are done.

Request for funding from NH Outline. Alice informed the Board that she sent this to the Budget Committee for next year's budget.

Selectman Dawson reported she received an e-mail from Mr. Lyford of DOT informing her that Brian Sullivan, Director of Public Works in Franklin would like to see the old bound marker put in a manhole in its location. The manhole cover would be flush with the sidewalk. Mr. Sullivan does not think the bound marker should be moved from its location. Mr. Lyford would like to know if the Tilton Selectmen would agree to that. Mr. Lyford seems to feel that Mr. Sullivan feels very strongly about relocating it and putting a medallion in the sidewalk instead. Chairman Manseau and the Selectmen do not agree with this. Chairman Manseau will contact one of the Councilmen in Franklin to see if this has been brought to their attention. It is not indicated whether or not it is the decision of the Council, just the highway department. Chairman Manseau will also let Mr. Lyford of DOT know what the Board is doing regarding this matter.

Appointments with Selectmen:

Town Clerk, Cindy Reinartz, Issues to discus:

Cindy reported to the Board that she asked Finance officer Kathy Yeo for copies of the deputy clerk's leave forms. Kathy informed her that she could not give them to her. Chairman Manseau said there is a law regarding personnel files and they need to be kept in one secure location. Chairman Manseau said there was a court decision regarding duplication of employee files and that this could not be done. After the Board discussed this they agreed the Town Clerk could request of the
Selectmen to view the deputy clerk's leave forms. Selectman Brown made a motion giving the town clerk permission to view the leave forms of her deputy, but not duplicate them, seconded by Chairman Manseau. All were in favor.

Increase in Salary. The town clerk gave the Selectmen copies of a wage study from Warner. Chairman Manseau reminded the town clerk that this would be considered at budget time. Cindy said she thought there was money put aside for merit raises. Chairman Manseau brought up the fact that in light of the fact that the town clerk is an elected official and does not have reviews it would be rather difficult to give her a merit raise. Chairman informed Cindy that the Board discussed restricting the town clerk and tax collector's position and establishing a contract for their positions.

New England Conference. Cindy asked the Board if they have reached a conclusion regarding whether or not they would pay 50 percent, as suggested by the town administrator, rather than the 100 percent for this conference. Alice said the town has to pay, by law for the New Hampshire conference. The town clerk reported that the cost of the NH conference at the Red Jack for last year was $290.00. This did not include mileage. The town reimburses for mileage. The cost of the New England convention is around $300.00 or $400.00 not between $700.00 and $800.00. After further discussion the Board agreed to wait until the town clerk has more information on the New England convention for this year before they make a decision. When she has the information she can submit it to the Selectmen.

New hours for deputy town clerk. As of Monday May 16th the deputy clerk's hours will be Monday, Wednesday and Friday from 8:30AM to 4:30PM. The hours will also include Thursdays from 1:30pm to 5:30PM. The total number of hours will be 25 regular hours. If she does not work on Thursdays the total hours will be 21 hours. Alice said the deputy clerk is budgeted for 25 hours. Lunch hour will not be covered on Tuesday, and half hour on Thursday. The town clerk said her deputy is fine with the new hours.

The town clerk also informed the Board that if her deputy were going to be a backup for the finance officer or anybody, she would like to be consulted especially if her deputy is not going to be in the office. Selectman Dawson asked who made the decision to train someone that was hired for a deputy town clerk to now be the back up for the finance officer. Alice said the decision was made by the Board of Selectmen sometime last year. Selectman Dawson said she remembers discussing using the deputy's extra hours to help out if the tax collector was busy, but not actually paying her to be trained in another position. Selectman Dawson said that the town clerk, as a department head, should be consulted before her deputy
Selectmen's meeting minutes of 5/19/05

Chairman Manseau asked the Board if they were in agreement that utilizing the deputy town clerk needs to be cleared by the town clerk as the deputy works for her. The Board was in agreement.

The town clerk asked the Board how they would feel about her having her own budget. She said there are other town clerks who have their own budget and would like to know how the Board feels about this. Chairman Manseau said this is something they would have to discuss further.

The town clerk discussed overtime regarding her deputy. She said when the deputy was in training the Board did not want her to go into overtime. There have been instances when the deputy works overtime to help the tax collector and finance officer with filing. Chairman Manseau said this has virtually no impact on the budget because it comes out of the same pool; right now it is payroll budget. The town clerk said she is concerned that if the deputy clerk’s salary is increased by overtime it will be questioned at town meeting. Selectman Dawson suggested keeping track of the deputy clerk’s overtime by indicating on her time sheet what department the overtime is for.

Program hardware/software. The town clerk reported that the town’s system is being updated, but she is not being upgraded as far as she knows. The town clerk said it seems everyone in the office is getting a new monitor and she would like to receive a flat screen monitor. The town clerk asked to have her deputy’s flat screen monitor switched to the front counter as that monitor is not working and she was told she could not do this. She also wants to switch the tower, which is X-P with hers, which is windows 98 as she does more work on hers than her deputy. She is asking to switch the equipment around. Alice said she asked Cybertron to come up with a schedule of whatever needs to be replaced first, whatever is the oldest, and that is the plan they have been following. Alice said she told Cindy that if there were money left over then they would upgrade her workstation as well. Alice said that Cybertron checked everyone’s station to see what their operating system was and what kind of software they had. Cindy said Cybertron is going to fix the monitor at the front counter tomorrow and also replace the hard drive on her machine. Chairman Manseau said if the town clerk’s system needs to be replaced then they will replace it. Selectman Dawson suggested that in the meantime they switch the monitors around so the town clerk can have a monitor that works.

Chairman Manseau said that monitor would be fixed tomorrow with a video card. Chairman said his concern with switching machines around creates problems and if there is not enough money in the budget for the town clerk’s system to be upgraded, then this can be revisited and put it into a position where the new machine gets the most use. Chairman Manseau said if there is a possibility of getting a new system in the near future then it does not make sense to start switching machines. Selectman Dawson said they need to make Cybertron aware that the tax collector and the town clerk’s position are department heads.
Chairman Manseau made a motion to authorize the expenditure of $2,400.00 for repair of the cemetery fence adjacent to the Post Office, seconded by Selectman Dawson. All were in favor.

Selectman Dawson: Selectman Dawson reported she called Cameron when she realized the ball field is less than 50 percent germinated. They hydro seeded the ball field today and informed her that the reason there was so little germination was because it was washed out from the fall and spring rains. Cameron is requesting that the town reimburse him for the materials only for the hydro seeding in the amount of $950.00. Chairman Manseau made a motion to authorize the payment of $950.00 to cover the cost of the materials, seconded by Selectman Dawson. All were in favor.

Selectman Dawson said she was advised to keep the field moist, it should not dry out. There also needs to be a fertilizer and lime schedule for the ball field. Cameron suggests they test the soil from the ball field. Selectman Dawson asked the Board if she could take samples of the soil from the ball field for testing at UNH. Selectman Manseau made a motion to authorize Selectman Dawson to have take care of the soil sample at UNH, seconded by Selectman Wadleigh. All were in favor.

Selectman Dawson reported that she spoke to Cameron regarding usage of the field now that it has been hydro seeded. Summer sports are definitely out, and ideally two years with no use. Selectman Dawson said she asked if three football games on the field in fall would be all right. Cameron does not feel this would be an extreme impact for that time frame. Selectman Dawson said in the past they have had offers from the sponsors of the football team to reseed, pick rocks and whatever else needs to be done to maintain the field. Selectman Dawson said it would be her inclination, so the kids could play football on the field, to give them permission to play those games on the field with the understanding that if it needs to be reseeded that perhaps the sponsors would agree to do that. Selectman Brown does not agree with this and feels they should not touch the field at all this year because of the reseeding it will set them back. Chairman Manseau asked representatives of Friends of Winnisquam Football, Mr. & Mrs. Walker if they are still prepared to do the repairs to the field after the first few games. The Walkers said they were. Mrs. Walker said they were also prepared to split the cost of the $950.00 charge for the rehydro seeding. Alice reminded the Board that the Selectmen adopted a motion saying that the field was closed until further notice and they also said before anyone can use it there had to be rules and regulations in place, and this has not happened yet. Alice informed the Board that the Athletic director Of WRHS; Ryan Adams called her this week asking about the status of the ball field. Alice told him that it was her understanding that the field is closed until the Selectmen have written rules and regulations and have adopted
Selectmen's meeting minutes of 5/19/05

them for their use. Alice said it is further her understanding that based upon what they discussed last fall about the hydro seeding that the grass had to grow for a year before it could be used. Mr. Adams said he would change all the home games to away games. After further discussion Selectman Dawson made a motion to allow the football team to play three games in the fall and allow them to repair the field, contingent upon the Board’s rules and regulations being in place, seconded by Selectman Wadleigh. All were in favor. Selectman Wadleigh asked if they would be able to put moisture on the field if needed. Mr. Walker said perhaps they could hook up the cemetery again if needed. Chairman Manseau asked Mr. Walker for a letter regarding this and the Board will attach it to a letter to the Church informing them of this so a schedule can be worked out.

Chairman Manseau asked the Board how they feel regarding the offer from Mrs. Walker to split the cost of the rehydroseeding of the ball field. The Board discussed this and because this is unanticipated funds, they will have to hold a public hearing to accept the donation of $450.00. Alice said they could schedule this for the next Selectmen's meeting. Mrs. Walker asked the Board when would be a good time of the year to put the goal posts in. Chairman Manseau suggested putting the goal posts in the end of August, as the games will be in the fall. Selectman Dawson will notify Mr. Adams; Athletic Director informing him of the decision the Selectmen made regarding the field and a letter will be forthcoming.

At 7:29PM Chairman Manseau made a motion to go into non-public session regarding attorney/client. Selectman Brown, yes, Selectman Wadleigh, yes, Selectman Dawson, yes, and Chairman Manseau, yes.

At 8:50PM the Board resumed their regular meeting.

Vice Chairman Dawson made a motion to seal the minutes until the issues have been resolved, seconded by Selectman Brown. Selectman Wadleigh, yes, Selectman Brown, yes, Vice Chairman Dawson, yes.

Vice Chairman Dawson read an invitation to the Selectmen to the 7th Annual Main Street, Downtown Revitalization Awards, on Monday May 23rd, at the Grappone Conference Center at 5PM. Vice Chairman Dawson adjourned the meeting at 8:53PM.