Selectmen's meeting minutes of December 14, 2006

Present from the Board:
Chairman Richard Manseau, Selectman Dawson, Selectman Wadleigh, Selectman Cavanaugh, and Selectman LaPlante.

Also present:
Town Administrator Bob Veloski and Secretary Catherine A. Woessner.

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

Approval: Minutes of November 16, 2006. Chairman Manseau made a motion to accept the minutes of November 16th, as corrected, seconded by Selectman Dawson. All were in favor with the exception of Selectman Cavanaugh who abstained from voting.

Chairman Manseau informed the Board that he spoke to Northfield Town Administrator Joyce Fulweiler and informed her that the petition will be sent to her. Town Administrator Bob Veloski said he e-mailed the petition to Joyce and will see Town Administrator Bruce Keneur of Sanbornton tomorrow morning and will give him a copy.

Correspondence:

Chairman Manseau discussed a letter from Sandy Plessner, Land Use office requesting she continue transcribing the Planning and Zoning Board minutes at home. Selectman Cavanaugh said he is not in favor of any hourly paid employee working at home if there is the ability for them to work at Town Hall offices. Regarding Johanna Ames request the Board agreed she works for the Sewer Commissioners, not the Selectmen. Selectman Dawson said she would like to see the hours Sandy works.

The Board discussed the request from Welfare Director Heather Thibodeau regarding working at home. After discussion the Board agreed this does not apply to Heather, she is salaried. Selectman LaPlante made a motion to authorize Heather Thibodeau to continue the practice of working at home, seconded by Selectman Cavanaugh. All were in favor.
Appointments with Selectmen: Mr. Cullen of Cullen Concrete met with the Board to request payment for the High Street Bridge Project. Mr. Cullen explained the job is complete except for the guardrail that has been delayed several times as the design has been changed several times. The original design did not meet the State's specs. The Town Administrator said he has received the request for payment from the Highway department and a check will be cut in full in next weeks payables. Mr. Cullen informed the Board that there will be $2,000 left for payment but this work (two pieces of grout in left corner of the bridge) cannot be completed until June of next year. Dennis Allen said the balance owed to Mr. Cullen will be another $28,000 to $30,000.

Dennis informed the Board that if everything goes well he is scheduled for his operation next Friday, the 22\textsuperscript{nd} of December. Dennis said he is hoping his recovery will not be any longer than two or three weeks. Dennis does have a doctor's release to come back to work, but it will be light duty, no lifting and no plowing. Dennis said he has a plow route just like the other drivers do. Dennis said one option would be to hire someone to do his route while he is out or the other option would be that the first truck done in the route would then start plowing Dennis's route. The Board discussed the liability issues with having an outside contractor do the plowing and the insurance coverage he would have to have. Selectman Cavanaugh suggested using a police officer that is not scheduled and knows how to plow and who is already covered under the town's insurance compensation. Dennis said this would work for him. Chairman Manseau asked to clarify the wages that the police officer received for plowing would be supplemental and a separate check from their police wages.

Dennis asked to discuss his budget. He discussed purchasing a roller for $10,000. Dennis said the roller they now have is very old and they are not getting the proper compaction when they use it. Dennis asked the Town administrator to explain where he got 85 percent of the money to pay for the High Street Bridge. Bob said he is recommending they pay the $18,000 overage on the G.A.T., invoice from the CO-OP added onto next year's monthly payments. Bob said the CO-OP has set this up a long time ago for town's that had the overage and did not have the money in their budget.
If the Board agrees Bob suggests they increase the solid waste line in the budget next year by $18,000 to cover the $18,000 for this year and then use the $35,000 as half of a payment for the bridge. Dennis said he has exhausted everything in his budget to help pay Mr. Cullen the two installment payments for the High Street Bridge. Dennis said that if they were not short of money the $62,000 that he has in his budget would be going back into the general fund to reduce taxes for 2007.

Dennis informed the Board that he has discussed the overnight parking ban with Chief Chapman and Captain Wellington and Dennis is suggesting that they leave it the way it is right now. The present ordinance states no parking on side streets or Main Street, 10:00PM to 6:00AM. Dennis said they put up signs on the telephone poles on the different streets and the Main Street. Dennis said they know their trouble spots and it is getting better. Dennis would like to leave the ordinance as it is right now and re-address it next spring or summer. If they want to change the ordinance then they can give ample notice to the residents that there will be a change. Dennis informed the Board that he would like to keep the same with the snow removal. Dennis asked the Board if the five parking stalls in front of the Inn are exempt from the town ordinance regarding the town factor. The Board informed Dennis that the town is not going to maintain the parking stalls. The agreement with Joanna Oliver is that they would maintain them. Dennis informed the Board that he gave the Town Administrator two quotes for the lawn care for Riverfront Park and also for the Ballpark. Dennis said one is in town and the other is in Northfield and both are comparable.

Dennis discussed the crosswalk at Riverfront Park that the Board asked him to look into. Dennis met with Charles Provencher (DOT) who inspects the area of where the crosswalk is to be installed. Dennis said his intention is to try to put the crosswalk straight across so that it will come into and tip down into the ADA handicap accessible parking space onto that sidewalk. Mr. Provencher noticed a sign that said Handicap drop-off only. Mr. Provencher’s concern is that when you install a cross walk on each side of the parallel lines there cannot be a parking stall within 20 feet of each side.
Dennis said there is not enough distance to put the cross walk there. Mr. Provencher there is a possibility of tying the proposed crosswalk into West Main Street and also tying into the crosswalk coming down from Winter Street and there is a controlable stop there. Mr. Provencher said this could be accepted with some work because it is not ADA approved at the end of the sidewalk. Mr. Provencher will have to go over this with Mr. Lambert and Mr. Lambert will look into it.

Dennis asked to meet with the Board to go over his budget. After discussion the Board agreed to meet with him on Wednesday December 20th, at 5:00PM.

Selectman Cavanaugh stated that last week Chairman Manseau made a motion to accept the contract from C.M.K. Architects, based upon the recommendation of the Police Study Committee. This motion was tabled until tonight’s meeting as the Board needed time to read the proposals. Chairman Manseau brought forth the motion from the Selectmen’s meeting of December 14th, 2006 to accept C.M.K. and to authorize the contract, seconded by Selectman Cavanaugh.

Discussion: Selectman Cavanaugh was not aware that K.V. Partners was part of this and asked if the town owes K.V. Partners any money. Chief Chapman said they do not owe them anything.

Selectman Dawson stated that when it comes down to creating a contract for whichever entity they vote for because there was so much missing from their RFP’s, they need to very exact in the contract and include in the contract things that were missing. Captain Wellington will ask C.M.K. to provide the contract for the Board’s review. All were in favor of the motion.

**Town Administrator:** Bob Veloski informed the Board that he spoke with the Bank regarding the additional $500,000 on the TAN until the tax situation is straightened out. The rate is at 3.76 percent. Bob said they are still waiting on the appeal from the Fire Commissioners to the DRA. This will take place on Monday and if they make a decision quickly it may be possible to have the tax bills out by next Friday.

Chairman Manseau made a motion to authorize extending the limit on the TAN another $500,000 raising the credit limit to four million dollars, seconded by Selectman LaPlante. All were in favor.
Bob presented two contracts to the Board; one is the H.L. Turner Contract with the expanded scope of services bringing the contract from approximately $80,000 to $160,000 and the other is with T...D.C. Bob said this is for Silverlake and the contracts have been reviewed and signed off by Nancy Mayville of D.O.T. and is recommending the Board accept the contract. Chairman Manseau made a motion to accept the contract with H.L. Turner Group, seconded by Selectman Wadleigh.

Selectman Cavanaugh asked to hold off on the signing of the contract until it has been reviewed. Selectman Dawson noted two items not in the contract; Brook Road is left out until additional matching funds are available. Selectman Dawson said anyone reading this would not realize it is the State who could not fund the entire project. The Board agreed to wait until Wednesday's meeting to sign the contract.

Police Department Budget:
Chief Chapman and Captain Wellington were present. Selectman Cavanaugh said in looking at their budget in 2005 and what they are proposing for 2007 is an increase of 32 percent and they do not have a new building yet. Chief Chapman said they have added two positions. Chief Chapman said the increase from last year and this year is $49,697 and when going through the budget they tried to keep it as level funded as they could. Chief Chapman said there are areas where they did not expend money and he was asked half way through the year to try to save money for the town, which they did and this will make up for the Bridge. Chief Chapman said the Budget Committee is proposing is an eleven percent cut in his budget and they will be in the red in many items as they are already in the red this year. Chief said he would like to go over the budget with the Selectmen and the Budget Committee as there are a lot of questions and a lot of unanswered questions. They need to go over the budget line by line. Selectman Cavanaugh said he was at the Budget Committee meeting when they went over the Police Budget and they went over line by line. The Budget Committee was surprised at another $10,000 on radios for a new car. The Budget committee said a new cruiser was purchased in 2005 another in 2006. The Chief and Captain explained the average mileage on a cruiser is $120,000. Chief Chapman also explained
that they tried to cut back on the overtime and with the uniform expenses. They have not purchased uniforms for officers where they should have. They have not purchased a lot of fire arms or improvements and they did put that in for 2007 budget. Chief Chapman said they saved a lot where they had four cruisers turned in to car "54". This is voice activated and this did not cost anything. This included light bars, radios, lap tops at no cost to the town. This was a project through UNH. Captain Wellington informed the Board that he has asked Detective Dupuis to look into the grant for the in car video. Chief Chapman asked to meet with the Selectmen and the Budget Committee to discuss the eleven percent cut in his budget by the Budget Committee.

There was a brief discussion regarding the special detail rate. Captain Wellington said the town makes $7.00 per detail. Captain Wellington has discussed this with the Town Administrator and when you take out the Officers payments for retirement& the town’s portion of retirement and everything else it leaves about .65 cents for cruiser maintenance and gas, per hour. Captain Wellington said it has been a few year since this rate has been adjusted and has spoken wit Bob about bringing up their billing rate. Leaving the Officers at the same rate of pay and bringing the town’s portion up so this will better cover expenses. Captain Wellington’s suggestion is to increase it to $44.00 per hour and this would increase the town’s portion to $4.00 per hour. Regarding use of cruisers, Captain Wellington said they will bill for a cruiser whether a cruiser goes or not. Captain Wellington said they do not want to price themselves so high that people will either try to forego having an Officer when they need one or get into a dangerous situation.

Chairman Manseau noticed there is a platform with steps going down on the lakeside of the road (across from Lynmere Motel) and in doing so rearranged the guardrail configuration.

EMPLOYEE HEALTH INSURANCE:
Chairman Manseau stated that they had a committee looking at the various health insurances and the Selectmen have been looking at other plans.

Selectman Cavanaugh said the department heads made it clear that the employees like the Matthew Thornton Plan. Selectman Cavanaugh is
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Suggesting they offer the Cigna Plan which many other towns offer this plan. For the first year offer an additional 15 percent towards whatever plan the employee would like. Selectman Cavanaugh said for the Matthew Thornton Plan is would cost the employee for the single plan $38.00 per week, for a couple $62.00 per week, and for a family plan, $66.00 per week. Selectman Cavanaugh said the average hourly rate in the Town of Tilton is $20.66 per hour which means if the Selectmen vote in a three percent raise they would be voting in a .62 per hour raise which would more than take care what the employees have to pay. Selectman Cavanaugh said his suggestion for next year would be to offer a plan that would be a basic medical plan and would be able to purchase anything else they want and pay the difference. This would mean that next year with the Matthew Thornton Plan it would cost an employee for single coverage $49.00 per week, a couple $87.00 per week, and the family plan would cost $100.00 per week to stay on the Matthew Thornton Plan. Cigna 2006 open access plus option one is the plan Selectman Cavanaugh is suggesting. This plan is not through the Local Government Center.

Chief Chapman said that almost two years the town made changes in the JY plan to offering Blue Choice and Matthew Thornton. It is the consensus of the employees of the Town that they are willing to bend and to Matthew Thornton. Chief Chapman said going to Cigna is going too far as now this is taking money away from the employee that is already there. This cuts the raise to a quarter of what they would get. Chief Chapman said he thinks the wise thing for the Town to do now is to go with the Matthew Thornton. He also said that the Committee that was formed was not a Committee; it was a one person Committee and a lot more work needs to be done if you want to change a policy of insurance.

Chairman Manseau said they are looking at making changes that they would do it as gradually as possibly as they are coming up at the end of the year where they have to make a decision if they are going to make any changes. Chairman said rather than making a drastic change his recommendation would also be for the Matthew Thornton Plan and maintaining the system they have now, just excluding the other insurance options where the Town would pay the insurance for this year. Chairman said he feels it is a valid suggestion where they sit down at the table and work through it as employer/employees. Selectman Cavanaugh asked Chief Chapman if he feels
it is unreasonable to ask the employees to pay for the plans he discussed earlier. Chief Chapman said yes he does feel it is unreasonable at this point. Chairman Manseau said by bringing it into Matthew Thornton as a step this year would be an effort in a step in the right direction to get the process under control and would open up the floor for discussion and believes this is negotiation. The Board is charged with doing the best they can with public finances, but they are also charged with doing the best they can with those finances for their employees.

After further discussion Selectman Cavanaugh made a motion to go with the Matthew Thornton Plan with ten percent co pay to the employees seconded by Selectman LaPlante. Discussion ensued. Selectman Wadleigh agrees with the Matthew Plan, no co pay and Selectman Dawson would like to know if there are any ramifications by going with Cigna which is out of the Trust. Selectman LaPlante agrees with employees paying a portion with the Matthew Thornton Plan.

Selectman Dawson said if the Department heads, employees are telling us that they are willing to work with the Selectmen to lower these rates and it seems that they were not given that opportunity then the Selectmen should give them that opportunity. Selectman Dawson said her opinion is to go with the Matthew Thornton with no co pay with the employees. Selectman Cavanaugh made a motion to amend his motion; Selectman LaPlante did not second to amend the motion.

Chairman Manseau called for a vote on the original motion from Selectman Cavanaugh to go with Cigna insurance and the employees to pay for single coverage $38.00 per week, $62.00 for a couple and $66.00 per week for family, and was seconded by Selectman LaPlante. Two yes, and three opposed. Motion defeated.

Selectman Dawson made a motion to go with the Matthew Thornton Blue Insurance paid by the Town, seconded by Chairman Manseau. Selectman Cavanaugh and Selectman LaPlante feel there should be a percentage paid by the employees. Three were in favor, two opposed. Motion carried. As a caveat, Chairman Manseau asked to put a deadline for the Selectmen to sit down and discuss future changes as a group, employer/employee. The Board agreed that by May first they need to sit down as a group and discuss this. The first meeting will be with department heads.
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The Town Administrator reported that an ad has been placed in the Echo for a part-time A/P person.

Bob asked the Board if they would like to modify the payments to the COOP over the course of the year. Chairman Manseau made a motion to modify the payments to COOP over the course of the year, (eleven months) seconded by Selectman Dawson. All were in favor.

Selectman Cavanaugh informed the Board that Gerald and Anne Chaille the owners of Lochmere Country Club have 5.79 acres on Silver Lake and are donating this land to the Town of Tilton. Chairman Manseau asked the Town Administrator to draft a letter of thanks to the Chaille's from the Selectmen.

The Board discussed the contract with ADP and agreed to have the Town Administrator sign the purchase order. Selectman Cavanaugh made a motion to authorize town Administrator Bob Veloski to sign the purchase order with ADP (electronic payroll), seconded by Chairman Manseau. All were in favor. The Board will discuss the administrative budget at the Wednesday Selectmen's meeting.

Selectman Wadleigh asked about the tires on Mr. Hast's property and what has been done. Chairman Manseau said he did speak to the Chief regarding the tires and they cannot track the numbers on the tires, they are motorcycle tires. Chairman Manseau asked Dennis if he would check into this as the tires were dumped into the brook off the road.

PUBLIC INPUT:

Scott Davis suggested to the Board that they acknowledge the assistance from Northfield Town Administrator Joyce Fulweiler during the transition of a new Town Administrator in Tilton. Chairman Manseau said they did thank Joyce in person but will thank her formally at a Selectmen's' meeting and asked the Town Administrator to write a letter of thanks from the Selectmen to be presented to her.
Town Administrator: Bob Veloski showed the Board proofs of the banner he is having made to hang on the wall behind the Selectmen during the taped Selectmen’s meeting.

Mr. Veloski requested a non-public session regarding potential litigation.

At 8:45PM Chairman Manseau made a motion to go into non-public session regarding potential litigation, seconded by Selectman LaPlante. Selectman Dawson, yes, Selectman Wadleigh, yes, Selectman Cavanaugh, yes, Selectman LaPlante, yes, and Chairman Manseau, yes.

At 9:08PM the Board resumed their regular meeting.

Chairman Manseau made a motion to seal the minutes of the non-public session until all matters are resolved, seconded by Selectman LaPlante. Selectman Cavanaugh, yes, Selectman Dawson, yes, Selectman Wadleigh, yes, Selectman LaPlante, yes, and Chairman Manseau, yes.

Selectman Cavanaugh adjourned the meeting at 9:09PM.