Tilton Board of Selectmen's meeting minutes of September 13, 2007

Present from the Board:
Selectman Katherine Dawson, Selectman Tom Cavanaugh, Selectman Al LaPlante, and Selectman Tim Pearson. Selectman Wadleigh was not present.

Also present:
Town Administrator Joyce Fulweiler and Secretary Catherine A. Woessner.

Selectman Dawson called the meeting to order at 6:00PM.

Approval: Minutes of August 30, 2007. Selectman Cavanaugh made a motion to accept the minutes as written, seconded by Selectman LaPlante. All were in favor.

Selectman Dawson announced that it is official that the Tilton Police Department is now Tilton Police Union Local 29.

Selectman Dawson brought to the Selectmen’s attention that at Tuesday’s Planning Board meeting they were held up because there were only three members present. A member was contacted and came in which gave them a quorum so they could proceed. Two members of the Planning Board have not been attending meetings.
Selectman Dawson informed the Board that Dominic Conzano would like to become a member of the Planning Board. Mr. Conzano spoke to the Chair of the Planning Board and members and said he would like to serve on the Planning Board. After discussion Selectman Dawson made a motion to appoint Dominic Conzano to the Planning Board, seconded by Selectman Cavanaugh. All were in favor. The Planning Board is presently looking for two members to fill the alternate positions.

Reports from Selectmen:
Selectman Pearson: Regarding Mango Security, Riverfront Park. The installation of the security system at the Riverfront Park is complete and is
operational. Selectman Pearson recommends the town go ahead and complete the payment to Mango and accept the contract for Mango Security. The Riverfront Park Committee and the Parks Commission is in favor and is also in favor of payment and acceptance of the contract for Mango. The second check is prepared and will be mailed to Mango Security. The Board was in agreement. Selectman Pearson also discussed having a policy for the remote viewing software and where it will be installed. It is installed at Town Hall and Selectman Pearson has informed the Parks Commissioners of this and they can view it at their convenience.

Selectman Pearson attended the Budget meeting last evening (Police Dept.) and the Budget Committee is in favor of having a joint meeting for the outside agencies that affect Tilton and Northfield. Selectman Pearson reported that he has updated the employee manual with the changes and e-mailed it to the Board.

**Captain Wellington, Lochmere speed limit:** Captain Wellington reported that they have been checking the area and the average speed is between 30 and 35 mph. Captain Wellington said that he has two additional cruisers on River Road for surveys and will do another speed survey.

**Employee Personnel Policy:** The Board went over the employee manual and discussed changes and the Board agreed once they make the final changes it will be distributed to the department heads in early October for their feedback and hopefully adopt the new policy by November 1, 2007.

**From Town Administrator Joyce Fulweiler: (documents to be signed)**

1. **MS I Report to be signed.** Joyce explained the increase in the net assessed evaluation over last year is only 3.6 million dollars. The net assessed value $533,838,983.
2. **Sewer Documents to be signed.** All of the Sewer Commissioners have reviewed them as well as Dave Wadleigh. There is a payment request #4 and change order #1.
3. **Easement documents, sidewalks-Lochmere (sewer project)** Joyce has prepared the easement documents for the sidewalks. Selectman
Dawson will take care of presenting and discussing the easements with the property owners on the east side of Silver Lake Road. The Turner Group needs permission to go on the property to build the sidewalks and also it allows the Town to maintain them after they are built.

4. Letter to Sumner Dole, Belknap County Forester who is retiring and thanking him for his years of service.

5. Letter to Attorney Gartrell, regarding audit invoice.

6. Letters to 911 residents who have been impacted notifying them

7. Letters to 911 residents (Calef Hill Road, street renaming and renumbering. E911 has suggested that they use a "theme", such as "birds", "gems", "trees", etc. so as to not conflict with any street names in the surrounding Towns. Suggestions will be submitted to the attention of the Town Clerk, Cindy Reinartz.

8. **FEMA Grant.** Joyce contacted Dick Verebal and explained that since the Island was physically within the town of Northfield's Municipal boundaries, would he please reconsider Tilton's application because Northfield does have its Hazard Mitigation Plan. Tilton held their first Hazard Mitigation meeting and still need citizen and business participation. After discussion the Board agreed to have the Town Administration do a press release regarding the need for citizens and businesses for the Hazard Mitigation Plan and why they are doing it.

9. **Resolution of the shared plowing and sanding of the T-N Pines Community Center.** Joyce spoke with Mike Summerset and Dennis Allen and the Town of Tilton will no longer be alternating the plowing and sanding at the Center.

10. **Town Hall doors and canopy.** Joyce did a site walk and also invited the Town's representative from the Local Government Center (Property Liability Trust) and did a walk thru the building and he gave Joyce some ideas and suggestions. He will present a written report on some things he noticed that need to be corrected.

11. **Flagpole, Vest Pocket Park.** This would be for the Tree City USA flag. Joyce and Dennis are looking into the cost of a flag pole. Selectman Dawson suggested putting the flag pole on the property where the sign (Welcome to Downtown Historic Tilton) by Lowe's is. Joyce said she will work with Dennis on this.
12. **Highway dept. computer.** Joyce explained to the Board that in order to implement the e-z labor management program, Selectman Pearson has been working on this and his solution is to change computers. The one in the meeting will be given to Dennis.

13. Joyce reported that the Muni-Smart software system has an upgrade system, but it has not been installed yet. This will have the ability to export data to excel spread sheets, it can be e-mailed to the Selectmen, or the Selectmen can view financial data at town hall and print reports. Joyce will let the selectmen know as soon as it is upgraded. Joyce will start training on ADP, pay expert on September 27, and on September 20th will have training on e-z labor management. Once the Highway department computer is up they will be able to connect the time management system with payroll. Joyce said her goal is to have it working for the October 3rd, payroll.

14. **Betterment assessment project:** Joyce reported that she has been working with the tax collector regarding the billing of the betterments.

15. **MS-4:** Joyce reported that the MS – 4 has not been completed yet, but has notified DRA that it will be late.

**T-N-Pines Community Center:** Rosemarie Welch, president of the Pines Community Center informed the Board that David Tyron who was scheduled to meet with the Board will not be here this evening as he is ill. Ms. Welch introduced the new Director of the Pines, Katie Duffy to the Board. Ms. Duffy extended an invitation to the Board to stop in at the Pines to see what the Pines if offering and what they are offering.

**Dennis Allen, Public Works Director:** Dennis presented the Board with a model of a street sign for Calef Hill Road. The total cost of the sign is $41.50 per sign. Dennis informed the Board that the dates for the fall 2007 Solid Waste Collection dates will be open for Tilton residents only on October 26 from 9:00AM to 3:30PM and October 27th, from 9:00AM to 4:00PM. There will be no charge for this service. For the Recycling and Solid Waste Collection additional services (Clark Rd.) will be for disposing of leaves and grass, and brush on October 13, 20th, & 27th, 2007 and on November 3rd, and 10th, 2007. This information will be posted on the towns
website and a flyer will be inserted in the Echo which is delivered to all Tilton residents. Dennis next discussed the exact wording on the "sidewalk closed" signs. The Board will further discuss this and get back to Dennis so the signs can be ordered in mid October.

Dennis reported that a resident on Dunlop Drive called him regarding the School Bus not going up Dunlop Drive. Dennis said the reason being the site vision coming west on Lancaster, just before Dunlop. Dennis said there are a lot of trees there which obstruct the view. They would like to have the trees trimmed so there would be more site distance and would not have to come so far out into the road and could then take a left hand turn. Dennis said he checked into this and a lot of the tree limbs are on a resident’s property and would need his permission to do any trimming. Selectman Cavanaugh suggested contacting PSNH regarding the trees. Selectman Cavanaugh also reported a tree on Rte. 132 next to Abbott’s farm that has a large branch hanging down. Dennis said he will contact D.O.T., District 3 regarding this.

Parks Commissioners: Bob Hardy, Vicy Virgin, and Steve Jones.

Parks Commissioners meet the first Wednesday of the month. They will be meeting at Town Hall at 6:00PM.

The Parks Commissioners met with the Board to present their mission statement which they voted on at their last meeting. Bob Hardy informed the Board that they finished the reservation packet for all of the parks but they still need a legal opinion on it. Vicy said she would drop it off at Attorney Chandler’s office.

Scheduling of Parks: Selectman Cavanaugh said he feels the scheduling of parks should be done at Town Hall with the coordination of the Parks Commissioners. Selectman Dawson said because Town Hall is open on regularly scheduled days and hours it makes it more convenient for people to come to Town Hall to reserve a park. The Coordination needs to be done, once the reservation is made by the secretary, Catherine Woessner, she will give the Parks Commissioners a copy of the application and packet.
Parks Commissioners will then meet with the clients and go over the packet of information. The Parks Commissioners feel they should handle the scheduling of the parks. The Board suggested a compromise and suggested the following arrangement:

1. Town will schedule and confirm date
2. Town will collect and hold deposit
3. Town will notice Park Commissioners of date
4. Commissioners contact client, review rules, regs & operating procedure
5. Commissioners will provide client key to kitchen area if necessary
6. Commissioners will inspect park after event for damage and notify Town of findings.
7. Client will return key to Town, receive deposit if no damage.

Reservations for all parks will be taken during normal business hours at Town Hall.

Selectman Pearson suggested a form letter to report damage to client.

Selectman Cavanaugh made a motion to accept the Mission Statement as presented by the Parks Commissioners, seconded by Selectman Pearson. All were in favor.

Selectman Cavanaugh discussed the issue of "No Smoking" at the parks and feels the Parks Commissioners needs to address this issue in the rules. The Board discussed having an ordinance, no smoking on town property.

There was discussion regarding the deposits for the use of the parks. The Town Administrator said the Parks Commissioners presently have a small checking account and all town funds should be in the custody of the Town Treasurer.

Regarding the scheduling Bob Hardy said they will try the scheduling as suggested by the Selectmen and if it does not work they will come back to the Board.

The Board discussed a request from Newfound Football to use the Rte. 132 ball field. After discussion with the Parks Commissioner regarding the condition of the field and games that are already scheduled it was agreed not to grant this
request, and perhaps they can come back next year when the field will be in better condition, their request will be taken into consideration.

The Selectman asked the Parks Commissioner to have their budget request in by October 9th, 2007.

At 8:35PM Selectman Dawson made a motion to go into Non public session under exemption B (hiring of any person as a public employee), seconded by Selectman Pearson. A roll call vote was taken. Selectman Cavanaugh, yes, Selectman LaPlante, yes, Selectman Dawson, yes, and Selectman Pearson, yes.

Members present in addition to the four Selectmen were members of the Police Chief Search Committee, Les Dolecal, Jim Clements, Scott Davis, Bill Lawrence, Richard Brothers, and Barry Cox from Local Government Center.

At 9:15PM Selectman Dawson made a motion to adjourn the non public session seconded by Selectman LaPlante. Selectman Cavanaugh, yes, Selectman Pearson, yes, Selectman Dawson, yes, and Selectman LaPlante, yes. Selectman Dawson made a motion to seal the minutes of the non public session seconded by Selectman LaPlante. Selectman LaPlante, yes, Selectman Cavanaugh, yes, Selectman Dawson, and Selectman Pearson, yes.

At 9:45PM Selectman Dawson made a motion to go into non public session under exemption D and E (consideration of pending assessing related legal claims and acquisition of real estate), seconded by Selectman LaPlante. A roll call vote was taken. Selectman Cavanaugh, yes, Selectman Dawson, yes, Selectman Pearson, and Selectman LaPlante. Town Administrator Joyce Fulweiler was also present in addition to the Selectmen.

At 10:25PM Selectman Dawson made a motion to adjourn the non public session seconded by Selectman Pearson. Selectman Cavanaugh, yes, Selectman Dawson, yes, Selectman LaPlante, yes, and Selectman Pearson, yes. Selectman Cavanaugh made motion to seal the minutes of the non public session, seconded by Selectman Pearson. Selectman Dawson, yes, Selectman Cavanaugh, yes, Selectman Pearson, yes, and Selectman LaPlante, yes.

The Selectmen adjourned the meeting at 10:30PM.