Selectmen's meeting minutes of October 4\textsuperscript{th}, 2007

Present from the Board:

Selectman Katherine Dawson, Selectman Cavanaugh, Selectman Wadleigh, Selectman LaPlante, and Selectman Pearson.

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

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

1. **EMPLOYEE HANDBOOK:** The Board reviewed the changes. Selectman Pearson informed the Board that it will be noted in the employee handbook that the Human Resource Officer for the Town will be the Town Administrator. The Board agreed employees should take a minimum of 40 hours off for vacation time away from their work. Selectman Pearson suggested to the Board that as a benefit for employees such as a 401K employer funded that the town would make a pre-tax contribution to their retirement account of a certain amount of vacation days. This money would be put into an account not that the town would manage that the employee would have with a deferred compensation plan (457).

Chief Chapman said he is in favor of such a plan but he is concerned regarding three employees including himself that have 20 or more years of service. The Captain and Sergeant have 20 or more years how would this affect them when they are so close to retiring it would not give them a lot of time to build it up. Chief Chapman asked the Board if the four employees that would receive four weeks pay or five weeks pay (under the current policy) depending on how long they have been here if this time could be carried over so they will have this amount to put into the deferred compensation plan.
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This would apply to four employees. The Board said they will discuss further discuss this and try to incorporate this into the new policy. The Town Administrator informed the Board that she has information on a private 457 plan (ICMA) and could set up a meeting to further discuss this. The Board will further discuss the employee handbook at their next meeting.

2. **Discretionary Easement Lochmere Country Club:** After discussion the Board agreed they would like to have a discussion with the assessor, Loren Martin regarding the discretionary easement. Loren is scheduled to come in on Wednesday October 24th and the Board asked to set up an appointment with her at noon on that day.

3. **Town Clerk Cindy Reinartz:** The Town Clerk reported that Fire Chief Carrier spoke with Fire Chief Clarenbach regarding the addresses submitted to 911. They both feel that the names are appropriate and not a conflict with other street names in their communities. Selectman Dawson asked if these four residents decide to put up a mail box who will deliver their mail. Cindy said she spoke with the Postmaster in Tilton and she will speak to Franklin Postmaster and get back to Cindy.

4. **Correspondence:** The Board reviewed correspondence:
   - NH Retirement Pension predicament.
   - D.E.S. (a) Flooding, Packer Brook (b) Dam Breach-Ice Pond Dam (aka Hunt Brook).
   - T.T.G. Environmental-Status report on Silver lake Road.
   - An e-mail from Wayne Brock regarding exemptions and asked to be considered for the Search Committee for Chief of Police. The Board asked the Town Administrator to respond to this e-mail.
   - State of NH Department of Labor; assessment of civil penalty. Joyce explained to the Board that they were not going to be fined because the Safety Summary form for 2007 was ten months late, but her report states that the town will be fined. Joyce will call the NH Dept., of Labor and request an informal conference regarding having the fine waived.
Joyce informed the Board that the Joint Loss Management Committee needs to be reactivated and needs to meet four times per year.

Public Works Director Dennis Allen: Dennis discussed the pre-buy application from KeySpan gas which will go into effect as of November 1st thru April 31st, 2008. Dennis said last year’s rate was 1.266 and this year it is 1.2044. The highway department prebought natural gas from KeySpan at 1.266 last year and would like to do it again this year. Dennis did report that natural gas did go down in September by 40 percent. The Board discussed the difference in cost for KeySpan for the highway department and police department. The Board discussed police department’s invoices being much lower than the highway department and what the reason for this would be. Chief Chapman said they did not prebuy from KeySpan last year. The Board asked to have checked what the natural gas rates for highway and police department are.

Dennis informed the Board that he had and inquiry regarding the purchase of some of the old roofing slate by pieces. Dennis told him he would not sell it by pieces, but by the palette. Dennis asked what he should charge per palette. The Board discussed selling the palettes of slate on the internet and asked Dennis to hold on selling any of the slate for now.

Dennis reported that the Department of Labor did a safety inspection at the highway department and said they need to have a guard on the drill press.

Dennis informed the Board that at the Parks Commissioner’s meeting Tuesday, October 2nd, they voted to close the Riverfront Park on Tuesday October 9th, 2007. Dennis said closing the park is closing the facilities, shutting the water off, draining the system. The Board discussed they closed the park at the end of October last year because of the visitors during the foliage season. After discussion the Board asked Joyce to call the Chairman of the Parks Commissioners, Bob Hardy and ask if the Commissioners would consider the later closing date because of the foliage season. Dennis reported more graffiti at the Riverfront Park and will check the surveillance cameras.
**Town Clerk Cindy Reinartz:** Cindy informed the Board that she is here this evening regarding the State Motor Vehicle System. Cindy reported that in July she went on line with the State and it has been absolutely horrendous. The decision to go on line with the State was made because they were going to save a lot of money, $17,000 for a printer. Now the State will provide printers. Cindy said she would like to go back to Muni Smart, to be a vendor town to the State system. Cindy said the reason being, they are having major problems with errors on the State system. Cindy said because of the errors they are doing double imputing with Muni Smart and the MAAP system which is very time consuming. The charge to go back with Muni Smart is $1,800 which includes training. Cindy said she thinks she can get the price lowered because she does not think they need as much training as they think will be needed. Cindy has $1,000 in her budget that she can use towards this cost in addition to other monies. Selectman Pearson said he would like to review the estimates from Muni Smart and Net Work. Cindy said the State requires that she have the firewall.

Selectman Dawson made a motion to allow the Town Clerk to again use Muni-Smart making Tilton a vendor town with Selectman Pearson’s assistance to try to reduce some of the cost, seconded by Selectman LaPlante. All were in favor.

**Chief Kent Chapman:** Chief Chapman informed the Board that the Hazardous Mitigation meetings for the town are scheduled for October, November, and December. Chief Chapman said they are working on hazaderous mitigation for the school and would like to have one of the Selectmen as part of that committee. The next meeting will be a training and Craig Chaplin from Emergency Management and he agreed to help with the process step by step at no charge. This will be on November 13th, from 8:30 to 4:00PM. Selectman Pearson said he will participate in this. Chief Chapman also reported on the repeater (tower). They have received two estimates and are still working on the location authorization from Nickerson
Chief Chapman reported the Safety Inspector was at the Police Station and there were three violations, the batteries in the emergency lights were low, the secretaries work areas are near the restroom that is used by prisoners. They have three days to correct that problem. The Safety Inspector informed Chief Chapman that Officers doing Special Detail need to have one of the signs that say "slow/stop" that they turn back and forth. Chief Chapman said this is a safety issue for the Officers as they need both of their hands. The Safety Inspector said she will be driving around the State and cite every Officer who does not have a sign.

At 7:50PM Selectman Dawson made a motion to go into non-public session for the hiring of any person as a public employee (b), seconded by Selectman LaPlante. Selectman Wadleigh, yes, Selectman Pearson, yes, Selectman Cavanaugh, yes, Selectman Dawson, yes, and Selectman LaPlante, yes.

At 9:20PM the Board resumed their regular meeting. At this time Selectman Dawson made a motion to seal the minutes of the non public session until the matters have been resolved, seconded by Selectman LaPlante. Selectman Wadleigh, yes, Selectman Pearson, yes, Selectman Cavanaugh, yes, Selectman Dawson, yes, and Selectman LaPlante, yes.

Selectman LaPlante made a motion to adjourn the meeting at 9:21PM, seconded by Selectman Dawson. All were in favor.