Selectmen’s meeting minutes of October 11, 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.

Approval: Minutes of September 27th, 2007. Selectman LaPlante made a motion to accept the minutes of September 27th, as written, seconded by Selectman Dawson. All were in favor with the exception of Selectman Cavanaugh who abstained.

Selectmen’s Correspondence:
1. 911 information from Town Clerk, letters to residents at Calef Hill who have a Tilton address for emergency and town business and Franklin address for mailing.
2. Notice of Public Hearing by Public Officials is Thursday October 25th at 7:00PM at Tilton Town Hall.
3. Carlson’s master key proposal. The Board discussed the proposal and agreed to go with the larger key box. The total amount of the proposal is $476.00 which the Board is in agreement with.
4. Budget Schedule.
5. Employee leave time schedule. This will be discussed with the employee manual.
6. Schedule of Board Meetings. This schedule if from the Town Clerk and will also be posted on the web site.
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The Board discussed the budget and will start looking at the outside agencies budget requests at their October 25th meeting. Selectman Pearson recommends that on either October 25th or the 1st of November that the Board identify anything out of the ordinary that they think or know they are going to spend money on, either expense or capitalized for the next year. Such as projects or items that will be an impact next year.

At 6:20PM Selectman Cavanaugh made a motion to go into non public session regarding (c) matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting, seconded by Selectman LaPlante. Selectman Wadleigh, yes, Selectman Pearson, yes, Selectman Dawson, yes, Selectman Cavanaugh, yes, and Selectman LaPlante, yes.

At 6:37PM the Board resumed their regular meeting. Selectman Dawson made a motion to seal the minutes of the non public session, seconded by Selectman LaPlante. Selectman Pearson, yes, Selectman Wadleigh, yes, Selectman Cavanaugh, yes, Selectman Dawson, yes, and Selectman LaPlante, yes.

Town Administrator Joyce Fulweiler:

Joyce informed the Board that she has an appointment with the Labor Board on November 15th at 10:00AM to appeal the fine for $100.00. Joyce said the safety summary report has been updated, the boiler inspection certificate is placed next to the boiler, and the there is a first aid log. Joyce said we are now in compliance and will appeal the $100.00 fine. Joyce asked to be informed when employees need to call the Network Managers so she can keep track of the service as they are paid on retainer.
Joyce reported that they will be going live with the ez-labor manager plan next payroll.

**Captain Wellington & Sheriff Wiggins: Re: Dispatcher issues.**

Sheriff Wiggins said he has had discussions with Chief Chapman and Captain Wellington regarding the reluctance, on the Board’s part to fill the position of dispatcher at least pending the appointment of a new Chief. Sheriff Wiggins agrees with Chief Chapman and Captain Welling that the Sherriff’s department will pick up the slack and it will be short term. Sherriff Wiggins explained why it will have to be short term and gave the Selectmen copies of the call volume for Tilton for 2006 that the Sherriff’s dept. processes. Year to date they are up to 4,600 calls. If the sheriff’s dept., did this permanently it would be a burden because they are open for civil business Monday thru Friday from 8: AM to 5: PM. Sheriff Wiggins said he will do anything he can do to help out with dispatching during the transition with a new Chief, but it would cause him some concern if the Board asks to have this become a permanent situation. The Board asked if it would be conceivable under certain circumstances that they can contract with a municipality even within Belknap County for additional services beyond what is considered to be the tax contribution or what would be due the town normally. Sheriff Wiggins said this is conceivable but this is something he would have to talk to the Commissioners about and may also require additional help. Sheriff Wiggins said this is something they can talk about, but from a law enforcement perspective during the day they become an answering service for the police department. Sheriff Wiggins said he is prepared to cover Tilton thru December, 2007, until a new Chief is in place. The Board asked if they could extend that to one more month. Sheriff Wiggins said he will do what he can. Selectman Pearson said the Selectmen have asked Chief Chapman to use our resources and personnel to be able to be able to determine the best way to provide the same level of safety and responsiveness given all the resources available to him, within his department, through Belknap County, and in order to make sure, and ensure
the safety of the citizens and residents of the town. The Board expressed their appreciation to Sheriff Wiggins for helping during this transition.

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PUBLIC WORKS DIRECTOR DENNIS ALLEN: HIGHWAY BUDGET

Dennis presented his proposed budget for the Selectmen’s review. Dennis said he has allowed for a 3 percent COLA for his crew. This does not include the two summer part-time help. They are at a base rate of $10.27 per hour. The Board asked Dennis to look into purchasing a water cooler, rather than renting it. Dennis is also interested in purchasing the water through the same company. The Board discussed the pre-buy of Keypian gas that Dennis requested and after discussion agreed not to pre-buy this year. Dennis will compare the rates to 2006.

Under equipment purchases Dennis informed the Board that he would like to purchase a new pickup truck for plowing and has put $36,000 in his budget for this. The existing pickup truck is ten years old and has 85,000 miles. He has two prices, one from Benson’s and one from Auto serve in Belmont, a GMC and a Chevrolet. Selectman Pearson asked Dennis about looking into a two or three year old used pickup with a plow. Dennis said it is not a good idea to purchase a used vehicle for plowing. Selectman Pearson also asked what it would cost to do the plowing in town versus hiring it out. Dennis said it would be about $65.00 per hour to hire out for plowing. Dennis said he will do a cost comparison and bring this to the Board.

Dennis informed the Board that he has some prices from Bestway if they were to bid the job of trash pick up of April 1st of 2008 would be $100,000 from each town (Tilton & Northfield) for curbside pick-up. Also there would be a fuel surcharge if they go over $3.50 per gallon.

The Board asked Dennis to put in a figure for the wages, to talk to Pat Clark regarding the cost of replacement trees at the Riverfront Park. The Board would also like Dennis to check what it costs for his cell phone, solid waste, what it would cost to contract out for plowing, and street lights.
Vince Paratore, Main Street Committee joined the meeting to update the Board the bank block, where the bank is at the end of the building. This block comprises four businesses owned by four different people. Vince reported that the entire block needs restoration so they have asked Judy Rich, Main Street Program Director to look into grants for these buildings. Judy was able to obtain a grant to obtain a grant on the building through the Preservation Alliance. The report showed the repair to be very costly for all of the buildings. Vince said they are having another report done and will give that to the Selectmen as soon as it is done. Vince said the NH Preservation Alliance met with the owners of the buildings and helped put together a plan to bring the building owners together to see if there are grants available to offer low income loans to do the repair. Vince reported that there is a very large weed that has grown into a tree along the back of one of the buildings and the owners would like to remove this. Selectman Dawson said they would need to coordinate this with the Police Department.

Vince reminded the Board of the Main Street Auction that will be held on Thursday November 8th, 2008 at River place in Tilton. Selectman Dawson mentioned that the auction is always on a Thursday evening when the Board of Selectmen have their meetings and suggested that perhaps next year they can have it on a Friday evening so the Selectmen can attend.

**Employee Manual: Section 4.1 page 15.** Part-time employees need to be discussed further. Selectman Pearson said Joyce gave the Board an analysis of paid time off versus how this will impact current paid employees. Discussed at the last meeting full time employees must take 40 hours of vacation away from work and can carry forward up to 20 percent of their total earned time off from next calendar year, but must be used during that calendar year. Under no circumstances can it be carried over subsequent to that. There is a provision for a buyout for each year.

Selectman Pearson said under the existing policy that has been in place certain employees have fallen under that where depending on how many
years of service they have they receive a lump sum of vacation when they retire.

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Selectman Pearson said that will be in the new employee policy verbatim, but there is a provision which is: this provision will be closed to enrollment effective January 1, 2008, and only those employees identified with a letter from the Board of Selectmen as qualifying for this benefit will receive it upon retirement. This benefit may not be combined with the following benefit, which would be the 457 plan (private retirement plan). This benefit would be employees could take up to 20 percent of their paid time off at the current rate of pay and transfer it into a retirement plan on an annual basis. Employees will be able to pick the plan they want.

Selectman Cavanaugh made a motion to forward the Employee Policy Manual to the Department Heads to show their employees, not adopt the policy, to review and give the Board their input next week, seconded by Selectman LaPlante. Selectman Dawson would like to have a cover letter to the Department heads stating the policy is not at one hundred percent and there will be some changes. This is for employee input purposes. Selectman Cavanaugh amended his motion to include the cover letter to employees; Selectman LaPlante amended his second to the motion. All were in favor.

Selectman Cavanaugh asked to discuss the employee paid time off and to look at the impact to the employees who may or may not get more or less hours. Selectmen’s suggestion is when they implement this policy that the employees would receive their hourly wage times the difference in their lost vacation time which would be added to the employee’s salary. By doing this they would be a party to the new vacation policies, but they would not lose the benefit they would have received. The employee is going to be paid for that time they will lose. Selectman Cavanaugh said there pay rate will be adjusted every year to reflect the amount of days they are losing. The Board is in favor of this proposal but would like to have the Town Administrator do an analysis with the rates and have it ready for next week.
The Selectmen discussed the employee Health Plan. Selectman Cavanaugh suggested, and thinks it is reasonable to ask the employees to pay ten percent of their health insurance benefit.

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All plans would pay the ten percent. Selectman Cavanaugh suggests they pay every employee $34.70 per week for single, two person, and family plan. Employees will be notified that they will be paying a percentage of their health insurance and they will receive the amount they will have to pay in their pay. Each employee will receive a .87 per hour raise this year for their insurance.

Joyce informed the Board that currently all of the employees are on the Matthew Thornton Plan with a $5.00 co-pay. Last year the town changed from the JY plan to the Matthew Thornton-HMO plan. Selectman Cavanaugh said he is suggesting that the town stay with the Matthew Thornton Plan. The Board likes this suggestion and will decide on this next week and also discuss the buyout cost.

Selectman Dawson informed Captain Wellington that none of the Board members were officially notified regarding the incident with an escapee from the Police Department. Selectman Dawson said they read of this incident in the newspaper and feels this is something that the Selectmen should have been notified of this. Captain Wellington said steps have been made to secure the window in the rest room and also increased restraints system in the holding area so this will not happen again. Captain Wellington said he was going to discuss this with the Board this evening. Captain Wellington said when the Inspector from the State of NH Department of Labor did the safety study at the police department one of the things suggested is that some of the employees be moved from the corridor that leads to the restroom. Captain Wellington suggested they put a toilet and washbasin in one of the holding cells. This would secure the rest of the building so that someone taken into custody could not leave. Both doors would be closed in that area and they could not get to the rest of the building. Selectman Dawson suggested Captain Wellington check with the
Labor Board to see if this would be acceptable, otherwise the Board thinks it is a good idea.
Joyce reported that the Land use position has been filled and the new person will start on Monday October 14th.

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Selectman Dawson informed the Board that she has scheduled a meeting with Attorney Chandler for Thursday October 18th, at 9:30AM for a review of the Parks Commissioners ordinance and the structure of the public hearing. Selectman Dawson said two of the Parks Commissioners will attend and invited the Selectmen to attend as well.

At 9:52PM Selectman Cavanaugh made a motion to go into non public session for (d) the consideration of acquisition, sale or lease of real or personal property, which if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community, seconded by Selectman LaPlante. Selectman Dawson, yes, Selectman Wadleigh, yes, Selectman Pearson, yes, Selectman Cavanaugh, yes, and Selectman LaPlante, yes.

At 10:11PM the Board resumed their regular meeting and at this time Selectman Dawson made a motion to seal the minutes of the non-public session until such time as the matters are resolved because (a) divulgence of the information would likely render the proposed action ineffective, seconded by Selectman Cavanaugh. Selectman Wadleigh, yes, Selectman LaPlante, yes, Selectman Pearson, yes, Selectman Dawson, yes, and Selectman Cavanaugh, yes.

Selectman Dawson made a motion to adjourn the meeting at 10:14PM, seconded by Selectman LaPlante. All were in favor.