Selectmen's meeting minutes of October 18, 2007

Present from the Board:

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

Also present:

Town Administrator Joyce Fulweiler and Secretary Catherine A. Woessner.

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

**APPROVAL:** Minutes of October 4th, 2007. Selectman Pearson made a motion to accept the minutes as written, seconded by Selectman LaPlante. All were in favor.

**Selectmen's Correspondence:**

1. Schedule of meetings at Town Hall
2. & 3. Minutes of meeting regarding Silver Lake Road and Sewer projects.
4. Title VI - Public Officers & Employees 91:A Access to public records & minutes. (RSA 91 A: 4 & RSA 41:58-61)

Selectman Dawson reported that it has been brought to her attention that one of the Trustee's of the Trust Funds has removed from the Town Hall those documents for the Trust Funds. Selectman Dawson said according to the above RSA's this cannot be done, the records need to stay in Town Hall. Selectman Dawson said she asked Joyce to create a policy regarding removing records from town hall, and a letter to Mr. Plessner, Trustee of the Trust Funds requesting him to return all original records to town hall.

5. Budget Committee minutes for the Selectmen's review.
6. Department of Labor report.
Selectmen’s meeting of 10/18/07

7. Dennis submitted signage for sidewalk closure. The amount for 15 signs is $675.00. Selectman Dawson made a motion to approve the amount of $675.00 for the purchase of 15 of the signs, seconded by Selectman LaPlante. All were in favor.

8. Receipt of writ for the Town of Tilton. Joyce informed the Board that the LGC has contacted the attorney that will be representing the Town.

**Employee Handbook:** The Board discussed paid time off for non-union employees and employee health insurance. Selectman Cavanaugh suggests they pay the difference to the employee of what they would have had if the policy never changed from the current policy. The insurance will be ten percent of the policy amount charged to the employee. All employees will be paid the benefit of a family rate (.95). Any vacation employees have left with the old policy will be put into their pay effective January 1, 2008. Raises will be effective July 1, 2008. During 2008 only the employee may use any left over time off from the old policy along with any new time accrued with the new policy. Under the new policy employees start accruing hours per month effective their date of hire. Selectman Cavanaugh is also suggesting adding dental insurance for the employee only. The Town would pay 90 percent of this as well, and the employee will pay ten percent. The Board is also proposing a 457 plan (private retirement) where they can put in up to 20 percent of their vacation time which they can take with them upon retirement.

Selectman Pearson is proposing to change the pay period from weekly to two pay periods per month, providing there is not too much of an impact on employees. Selectman Pearson said it would save approximately $4,680.00 per year by doing so. These are processing fees that ADP charges the Town. After discussion the Board agreed to get feedback from the employees.

Selectman Pearson discussed the letter from the LGC regarding the employee manual. They say that the draft is quite close to a model that they use which they consider to be comprehensive and generally sound, however, if the town wishes to have the details of the draft reviewed there will be a fee or the town can have their attorney review it. Town Administrator suggested having legal counsel review this policy. Selectman Dawson asked Joyce to contact the LGC to see what it would cost.
Joyce will meet with employees to go over the medical and paid time off. The Board asked to have employee input at next week's Selectmen's meeting.

**Reports from Selectmen:** Selectman Dawson reported that a citizen has complained about the sunflowers in the trough on Main Street and feel it obstructs their view when using the cross walk in front of Town Hall. The Highway department will remove the sunflowers tomorrow. Selectman Dawson said the sunflowers were not planted intentionally, someone may have put the seeds in.

Selectman Dawson received an e-mail from residents on Vista Heights seeking help in getting the school bus to stop in Vista Heights and not just on Rte., 132. In the past few weeks the Selectmen have received calls for assistance in getting the buses to stop in Aschulot Drive and also Dunlop Drive. Selectman Dawson said all of those roads are class II State aid roads. Selectman Dawson said she has talked to Division 3 and they are more than willing, as it is a safety issue, to go out and clear brush. Selectman Dawson has also talked to Alan Demko at the SAU, he indicated that even if the brush is cleared and the town went through the expense, especially Vista Heights, to redesign the ingress and egress of that road they still may not have the buses go in there. Selectman Dawson said she will respond to the residents who inquired about the buses.

Selectman Dawson said she has also received a request as to how to create a dog park in Tilton. Selectman Dawson will forward this to the Conservation Committee.

Selectman Pearson reported that a citizen contacted him regarding the motor vehicle registration going from the browser based to the vendor based system and was concerned that the Town Clerk's office did not go back to the mailing of registrations and also the cost of doing so. Selectman Pearson said he has talked to the town clerk regarding this and she would like to offer mail-in registration renewals at some point and will present this to the Board before it is implemented.
Selectman Pearson reported they need to get a quote to run cable for additional cameras. The locations for these additional cameras have been identified, but there is an issue of whether or not the landscaping has been accepted by the town. They cannot do any digging for the cable until the landscaping has been accepted by the town. Selectman Dawson suggested they contact either Pat Clark or Bob Hardy regarding this.

Selectman Dawson informed the Board that the Town Clerk has asked to provide her with a bank of $200.00 since Northway Bank is no longer on Main Street. The Board discussed this and feel because she already has two $100.00 cash drawers it will not be necessary to have an additional $200.00. The town clerk will have to drive to the bank in the afternoon when she needs to change large bills as she has used up the $200.00 for change earlier in the day. The Board asked Joyce to inform the town clerk that $200.00 cash should be sufficient.

Selectman Dawson reported she met with Attorney Chandler and two of the Parks Commissioners and have set up a plan to adopt the ordinances, the policy for the parks. Attorney Chandler suggested they have two public hearings for opinions on the rules and regulations before they are adopted as Selectmen’s Ordinance. Attorney Chandler also suggested they bring them to town meeting as a warrant to be adopted at town meeting as well, although this is not necessary. Selectman Pearson asked what would happen if they have the public hearings, post the rules and the warrant does not pass at town meeting. Selectman Dawson said it still remains a Selectmen’s Ordinance, but will ask Attorney Chandler about this as they will be meeting with him again. The first public hearing regarding the park rules will be held on November 1st, at 6:00PM at Town Hall.

Chief Chapman and Captain Wellington Re: Proposed Police Budget.

Captain Wellington presented a summary of how special details are billed for the Board’s review.

1. Wage increase one of the detective positions from a 32 hour week to a 40 hour week with full benefits.
2. Seeking a fourth supervisor position which will give them 24hr coverage on the day shift. This supervisor would be on the road other than administration.

3. Chief's salary and Captain's; 3 percent COLA and 4 percent merit in July.

4. Four part-time patrolmen positions need to be filled. Chief Chapman said he does not know when they will be in place.


Captain Wellington discussed the janitorial services for the police department and suggested they have a custodian for all departments rather than each department having a different company. The Board will take this into consideration.

At this time Chief Chapman had to leave the meeting and turned the last portion of the budget over to Captain Wellington.

Captain Wellington presented the budget for new equipment. Selectman Pearson asked how much money they have from special detail for new cruisers. Captain Wellington gave the Selectmen copies of the special detail that was taken in. After reviewing the amount of money taken in for special detail Selectman Pearson said they can figure $22,000 for a cruiser not including the extras.

Captain Wellington reported that a large part of the police budget is for three new cruisers under the new equipment account. Captain Wellington went on to explain the mileage in each of the cruisers to be replaced. Captain Wellington said he has put in $100,000 for three new cruisers @ $31,500 equipped. This amount also includes a one year lease on a motorcycle. Captain Wellington said they were able to get a grant this year and were able to get a half year lease which went from the end of the lease from last year into 2007 and it expired on 10/15/07. They will apply for another safety grant to offset it.

Selectman Dawson asked Joyce to start a list of warrant article proposals and to be sure to include a warrant article for revolving account for special detail.
Selectman Pearson discussed updating the shredding policy at town hall. There have been some questions regarding material with social security numbers, personnel information which should not be put in with the regular trash. The Selectmen have put a restriction on shredding in Town Hall a while ago. Selectman Pearson made a motion to give the Town Administrator the authority, until they have an updated policy, which he would like to have Joyce draft to handle sensitive personnel information and/or medical, social security numbers, that kind of information that is deemed necessary to shred. The Selectmen will give her the ability to make this determination until the current policy is updated, seconded by Selectman LaPlante. All were in favor.

At 9:07PM Selectman Dawson made a motion to go into non-public session (c), matters if discussed in public, would likely affect adversely the reputation of a person other than a member of the Board of Selectmen, seconded by Selectman Cavanaugh. A roll call vote was taken. Selectman Dawson, yes, Selectman Wadleigh, yes, Selectman LaPlante, yes, Selectman Pearson, yes, and Selectman Cavanaugh, yes.

At 9:40PM the Board resumed their regular meeting. At this time Selectman LaPlante 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. A roll call vote was taken. Selectman Dawson, yes, Selectman Wadleigh, yes, Selectman Cavanaugh, yes, Selectman LaPlante, yes, and Selectman Pearson, yes.

Selectman Dawson adjourned the meeting at 9:45PM.