TOWN OF TILTON  
257 MAIN STREET  
TILTON, NH 03276  

MINUTES OF NOVEMBER 9, 2007  

Present from the Board:  
Selectman Katherine Dawson, Selectman Tom Cavanaugh, Selectman Albert  
LaPlante, Selectman David Wadleigh, and Selectman Tim Pearson.  

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

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

APPROVAL: MINUTES OF 10/25/07  
Selectman Dawson made a motion to accept the minutes of October 25, 2007 as corrected, seconded by  
Selectman Pearson. All were all in favor.  

Janitorial Position: The Board discussed having a combination  
janitorial/handy man position under the Highway Department. Joyce and  
Dennis will get together to create this position and will talk to Captain  
Wellington to find out what his needs are regarding the janitorial services.  

Correspondence: A letter from Helen Hanks, Chairman of the  
Conservation Commission regarding a dam-breach, - NH Dam #237.22 Ice  
House Pond. The Conservation Commission is asking the Selectmen to write a  
letter in support of their request to not remove the dam as it will destroy  
the historical pond and the surrounding habitat for wildlife. The Board is in  
agreement to send a letter of support to D.E.S. Joyce said she will review  
the letters from D.E.S. that the Chair of the Conservation Commission has  
referenced.  
Letter from Ransmier & Spellman regarding a change in counsel representing  
the Town and would like to make sure the Town wants them to continue  
representing the Town.
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Selectman Pearson asked Joyce to contact the attorney and communicate to him that because they have been the counsel on this case they hope it will not require an in-depth review by a new attorney, and therefore, the Town having to front that bill. By staying with this firm the Selectmen are expecting that they will not have to pay someone to catch up. If this is not the case the Selectmen will like to be informed of this.

LETTER FROM AVITAR:  RE:  In response to Mr. Vila's letter to the Board of October 30th, 2007. After discussion the Board agreed to send a letter to Mr. Vila along with Avitar's response and to inform him that there are no special tax deals for any of the commercial properties and also to ask Avitar to check into this as well. Selectman Pearson said he tends to agree with Mr. Vila as to how he looks at it but he also agrees it is a lot more complex than what he first thought.

Selectman Cavanaugh discussed looking into charging a tax (.03) per gallon on gas sold in Tilton. The reason being he was in Manchester and their gas was $2.64 per gallon and is $2.92 per gallon in Tilton and thinks Manchester may charge a tax on gas sold in Manchester and asked if this is something they can look into where Tilton charges .03 per gallon tax that is sold in Tilton. Joyce said she will contact the NH Department of Revenue Administration.

Selectman Dawson read a thank-you note from the Franklin Falcons for allowing them to use the football field (Rte., 132).

Selectman Pearson reported that he has checked into the Belmont/Tilton towing issue. Selectman Pearson made a motion that the Town of Tilton uses Tilton based towing companies as their primary source for the Police Department, seconded by Selectman Cavanaugh. Selectman Pearson has talked to Captain Wellington regarding this and if there are any other towing companies in Tilton they should contact the Police Department. The primary company in Tilton has been Rusty's Towing and they will be the primary for the Police Department.
Selectman Pearson would like to have a letter sent to Mike's in Tilton asking if they would also like to be available for towing. All were in favor.

Selectman Pearson informed the Board that one of the features of the E-Z Labor Manager Software is a P.C. based clock that you sign in and sign out which is available off the P.C. Selectman Pearson said the cost for the scanner is $375.00 per month and at this time made a motion to discontinue the lease on the scanners and still make use of the easy labor manager software to do the time collection, seconded by Selectman Dawson. Discussion ensued. Selectman Cavanaugh requested they table this until they have a full Board before making a decision on the time clocks. Selectman Pearson agreed and withdrew his motion and Selectman Dawson withdrew her second to the motion.

Selectman Dawson gave the Board an update regarding the former Quinn-T site and did another walk through to look at the asbestos site with representatives of the Department of Environmental Services, the owners and the Engineers. This was in response to a letter compiled by the Chairman of the Conservation Commission Helen Hanks and Sarah Paratore, Chairman of the Planning Board and Selectman Dawson. The result of that walk through is they will require the owners to take better care of the property. Remove some shrubbery that they were asked to remove and also material on the river banks and improve their fencing. They will send a letter as a follow-up to that walk through. Selectman Dawson said all of the issues were addressed.

The Board approved a Vendor Permit to sell Christmas Trees on the lot across from the Police Department from November 23, to December 24th, 2007.
EMPLOYEE HANDBOOK:

DENTAL INSURANCE:

1. Dental Insurance for Employees only, paid by Town:
   Delta Dental Option 1A: Selectman Dawson made a motion to accept the Delta Dental Plan 1A for Employees only, if they wish to add family members to the plan, they will pay the premium, seconded by Selectman Cavanaugh. All were in favor.

2. Health Insurance: Employees will be required to pay 10 percent of their current Health Plan, Matthew Thornton Blue with a $5.00 Co-Pay. (no deductible). If an employee wishes to upgrade they can up-grade with the JY Plan that offers the $1.00 mail in prescription and pay the difference of the two plans or they can opt for a less costly plan. The Board will offer options #1, 2, 3, & 5 for employees. The Board was in agreement.

3. Selectman Cavanaugh made a motion to enter into a Section 125 Plan, seconded by Selectman Pearson. All were in favor

4. Selectman Cavanaugh made a motion to buy out the difference in leave time between the old policy and the new policy effective for the employee's 2008 anniversary date. This amount will be offered to the employee's hourly wages effective January 1, 2008, seconded by Selectman Pearson. All were in favor.

5. Selectman Cavanaugh made a motion to add the equivalent amount of money the employee will be asked to pay when they are affected by the ten percent co-payment on their Health Insurance to any employee who is not a party to a Collective Bargaining Agreement, seconded by Selectman Parson. This will be for the first year only. For an employee with a single plan .35 will be added to their hourly rate, for an employee with a two person plan it will be .71, and for an employee with a family plan it will be .95 added to their hourly rate. This amount will cover exactly what their out of pocket expense will be for the first year only. All were in favor.

Joyce asked the Selectmen how she should handle two employees whose pay is not based upon 40 hours per week so she prorated their amount divided by 35 hours per week. One is salary and one is not.
Selectman Cavanaugh said all the employees should be treated the same based upon a 40 hour work week.

6. Selectman Cavanaugh made a motion that employees can use any of their 2007 earned unused time through the full year of 2008, seconded by Selectman Pearson. All were in favor.

Joyce informed the Board that before December 31, sty, a memo will have to go out to all employees requesting what they have used in vacation time. Selectman Cavanaugh suggested that Joyce give the Board a list of what she has for all employees vacation time that is left and inform them they will be notified and they will have so much time to dispute it. Selectman Cavanaugh said that any 2007 time can be used throughout 2008 which would include their personnel and sick time.

7. Selectman Cavanaugh made a motion that any unused personnel or sick time that an employee has left in 2007 will be allowed to use that as well throughout the entire year of 2008, Seconded by Selectman Dawson. All were in favor.

8. BUYOUT OPTION: Joyce is recommending from a two person to a one person plan would be $1,500, a two person going on to spouses plan would be $2,500, and family to spouses plan would be $5,000. after the Board discussed this they agreed with Joyce's recommendation with the exception of the two person going on to their spouses plan would be $3,000, not $2,500. Selectman Cavanaugh said they will be paid half, two times per year. Selectman Cavanaugh made a motion to make the opt-out non-union made available to every employee who works for the town of Tilton that is not subject to a collective bargaining agreement, to give a person who has a two person plan going down to a single plan would receive a $1,500 per year buy out paid twice a year at tax time, and a person who has a two person plan and are no longer on the Town's policy and go to their spouse's plan will receive $3,000 per year to be paid half twice per year, and a person who currently
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has a family plan and is going on their spouse's plan will receive $5,000 per year, payable half per year, Seconded by Selectman Dawson. After discussion Selectman Cavanaugh amended his motion to read: "to be reviewed annually," Selectman Dawson amended her second to the motion. All were in favor.

Budget 2008, Outside Agencies:

1. Lakes Region Community Service: Request for $300.00. The Board is in agreement not to fund this agency.
2. Lakes Region Association: No request received.
3. Genesis Behavior Health: Request for $5,000.00. The Board is in agreement not to fund this agency.
4. C.A.P.: Request is for $22,707.00. The Board is in agreement with this request in the amount of $22,707.00.
5. Lakes Region Planning Commission: Request is for $3,610.00. The Board is in agreement with this request in the amount of $3,610.00.
6. Island Concert Series: Request is for $2,000.00. The Board is in agreement with this request in the amount of $2,000.00.
7. Old Home Day: Request is for $2,500.00. The Board is in agreement with this request in the amount of $2,500.00
8. Park Cemetery Association: Request is for $4,000.00. The Board is in agreement with this request in the amount of $4,000.00.
9. Hall memorial Library: Request is for $121,575.00. The Board is in agreement with this request in the amount of $121,575.00.
10. Franklin Visiting Nurse: Request is for $15,175.00. The Board is in agreement with this request in the amount of $15,175.00.
11. Child & Family Services: Request is for $2,000.00. The Board feels this is a duplicate of services. Selectman Pearson would like more information on this agency. The Board agreed to put in $1,000.00 and will revisit this request.
12. Conservation Commission: Request is for $17,040.00. Selectman Dawson explained that this amount reflects the cost of Buffalo Park which is also reflected in the Parks Commissioners budget. After removing the $10,600 for Buffalo Park Parking Lot.
They also removed $1,500 for pins, boundary markers along Buffalo Park which is also in the Parks budget. The Board agreed with $4,940.00.

13. **Recreation Council (The Pines):** The request is for $53,000.00. Selectman Dawson suggested they look at the request from Project TNS in the amount of $7,300.00. One of the issues with the Pines is that there is a whole segment of young people that they drop. Selectman Dawson said she has talked to Patrick Troy of TNS and they are filling in the gap for the older kids with an after school club between 2:30PM and 5:30PM which gives kids a place to go before sports activity starts. Selectman Dawson said she is suggesting they take half of what the Town will allocate to TNS and subtract it from the Pines Recreation Council. Selectman Cavanaugh suggests the take the entire amount of $7,300 from the Pines which would still give the Pines $46,000. The Board is in agreement with this and to fund Project TNS in the amount of $7,300.00.

14. **Youth Assistance Program:** The request is in the amount of 56,34.00. Selectman Cavanaugh suggest they fund it at $40,000 and ask them to explore the Federal and State Grants that would be available for their program. Selectman Dawson informed the Board that there are two programs at Belknap County; one is called Restored Justice and Youth Services Bureau. Restored Justice is a program that tracks the juveniles that are involved in it. Their parents and the school are involved in all aspects of this program. They track to see if the program actually works. The Youth Services is a pre-court intervention program. These two agencies are paid by our county taxes. After further discussion the majority of the Board agreed with funding $40,000, but would like more information from Y.A.P.

15. **Birch Hill Kennels:** The request is for $6,000.00. After the Selectmen discussed this they agreed to put the $6,000 in the budget, but to contact Birch Hill Kennels to see if they will accept $5,500.00.

16. **Main Street Program:** Request is for $15,000.00. Selectman Cavanaugh is supportive of their request for $15,000 this year. Selectman Dawson is in agreement.
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Selectman Pearson would like to see this funded at $10,000 to $12,000 and possibly $15,000 and feels that in the past they have been very heavy on overhead and light on the amount of money spent on programs. After further discussion the Board was in favor of the $15,000 request for 2008.

17. Lakes Region Public Access: Request is for $6,278.29 for 2008. After the Board discussed this they agreed not to fund this and create a Warrant Article asking the townspeople if they want to continue broadcasting the Selectmen's meeting over Public Access.

18. New Beginnings: The Budget Committee has not received a request for 2008. Last year they requested $1,500. The Board is in agreement to put in $1,500.00 for 2008.

19. Red Cross: This is a new request from Red Cross in the amount of $1,642.00. Selectman Cavanaugh informed the Board that he was at the Budget Comm., meeting when the Red Cross made their presentation. They are called Red Cross Concord; they were part of the Red Cross White Mountain Region. What the Red Cross does is in the event of an emergency they will place families in a shelter/home. The Red Cross does not ask to be repaid from the families that they help. The Budget Committee approved them for $500.00. The Selectmen were in agreement with the $500.00 request.

20. CASA: (Court Appointed Social Advocates) They requested $500.00 last year and the Town has not received a request for funding for 2008. Joyce said they have not expended the funds to them for 2007 and will call them regarding this. The Board agreed they will put in $500.00 for 2008.

21. SilverLake Association Millfoil: Joyce informed the Board that in 2007 there is a $3,500 appropriation in the Conservation Budget for this and $1,750 has been spent. Selectman Dawson said they have created a Capital Reserve account for milfoil and appointed the Conservation Commission as agent for that Capital Reserve account. Joyce said for 2008 this will be payments to Capital Reserve.

22. NH Association for the Blind: Their are request is for $500.00. The Board agreed not to put anything in for 2008.
Parks Commission: $33,600 in the budget for the running of the parks, not the mowing and maintenance. Selectman Pearson would like to see the mowing and maintenance under the highway department and not pay an outside contractor to do it. The Selectmen suggests putting this in Dennis’s budget. The Board will discuss this with Dennis to obtain an estimate of what it would cost.

The Board discussed the cost of $10,500 for the Buffalo Park parking line and would like it to be a separate line item.

Town Clerk/Tax Collector combined position: Selectman Cavanaugh made a motion that they pay effectively $20.00 per hour ($41,600) salary for the combined position of Town Clerk/Tax Collector including full benefits, seconded by Selectman Pearson. Selectman Pearson would like this position to be a 40 hour work week. The Board discussed the hours for this position and will put this in a Warrant Article. Selectman Pearson would go along with $19.50 per hour which is $40,560, plus benefits. The rest of the Board agrees with $20.00 per hour for the starting salary for the combined position. There will also be a full time deputy town clerk/tax collector position. After discussion they agreed with $15.00 per hour plus benefits which will be a 40 hour week. The Deputy is required to be a Tilton resident. The Board agreed with $15.00 per hour.

Joyce informed the Board that there is a State Law that requires an audit done on the Tax Collector so they can recommit their warrant to the new Tax Collector.

Selectman Dawson would like to have the budget approved by Wednesday and is suggesting the Selectmen have a work shop on Monday November 12, at 9:AM for one to two hours. The auditor will be in on Tuesday at 5:00PM. Jamie Dow, D.R.A. will meet with the Board on Wednesday at 8:30PM to set the tax rate. A Selectmen’s meeting will follow to vote on the budget at 10:00AM This will be the only item on the agenda.

Selectman Pearson made a motion to adopt a change to payroll disbursement schedule to be bi-weekly from weekly schedule, seconded by Selectman Dawson. All were in favor.
Joyce said the employees were notified of this at a staff meeting.

At 9:26PM Selectman Cavanaugh made a motion to go into non public session for the consideration of Real Estate Property, seceded by Selectman Pearson. Selectman Dawson, yes, Selectman Wadleigh, yes, Selectman LaPlante, yes, Selectman Pearson, yes, Selectman Dawson, yes, and Selectman Cavanaugh.

At 10:00PM the Board resumed their regular meeting. Selectman Dawson made a motion to seal the minutes because divulgence of the information would render the proposed action ineffective, seconded by Selectman Cavanaugh. Selectman Dawson, yes, Selectman Wadleigh, yes, Selectman Cavanaugh, yes, and Selectman Pearson, yes.

The Board adjoined the meeting at 10:10PM.