Present from the Board: Selectman Katherine Dawson, Selectman Tom Cavanaugh, Selectman David Wadleigh, and Selectman Tim Pearson. Selectman Al LaPlante 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 October 23, 2008. Selectman Pearson made a motion to accept the minutes of October 23, 2008 as written, seconded by Selectman Cavanaugh. All were in favor.

Old Business:

- The Town Administrator was checking with the Sewer Dept., to see if they had correspondence regarding Turner Group and their commitment to pay for Change Order #13. Selectman Dawson spoke with the Secretary in the Sewer Department and she prepared a letter of explanation that is attached to the change order. She said there is an agreement that was written by the Turner Group's attorney. The Secretary of the Sewer contacted the Turner Group to see if the document was a public document and they said it was attorney/client correspondence and were checking to see if it could be released as a public document. The Sewer Commissioners would have to vote to do so. Selectman Pearson asked to see the letter and will contact the Secretary of the Sewer Department.

- On Monday, November 3, 2008 Mr. Doyle from Garaventa USA, Inc., the lift company will instruct employees how to operate the lift.
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- A letter from the Town Clerk/Tax Collector informing the Selectmen that she will meet with the Board on their November 13th meeting.
- Have not heard from the Fire Commissioners regarding the Selectmen being on their November 20th, agenda.
- Selectman Dawson said she has not heard back from Jamie Dow, Department of Revenue Administration regarding Capital Reserve (parks Commission) and the authority to expend funds.
- The Board discussed when they would receive the tax rate. The Town Administrator said the Finance Officer has completed the trial balance and has given it to the auditor so he can prepare the MS 5.

Report from Town Administrator Joyce Fulweiler:
- Insurance adjuster from LGC met Sel. LaPlante this week to view the water damage at town hall. We are waiting for their report. The inspector from the NH Dept. of Labor and the engineer from Garaventa lift inspected the lift on Monday October 27, 2008.
- Copies of drafts of the CIP projects for the Selectmen's review and approval (Town Hall, Grange Hall, and the Island). The deadline for submittal has been extended to November 7, 2008.
- The Town Administrator is still working on budget preparation for 2009. This past week she has assisted Dennis Allen and Heather Thibodeau with their department budgets. She will be meeting with Chief Cormier to confirm the wage and fringe benefit line item data. His budget presentation to the Board of selectmen is scheduled for November 6th.

Reports from Selectmen:

Selectman Pearson: Expressed concern that they have not received all of the budget requests from the departments as today was the deadline. Selectman Pearson reported that the Budget Committee met last night and they are proceeding through the process. The Pines met with the Budget Committee regarding the Capital Reserve Fund. They are in need of a new roof for their building. The cost would be for materials only as they would
be using inmates for the labor. Their budget request to Tilton for the new roof is $3,000 and they are requesting the same from Northfield. Selectman Pearson said he was planning on presenting this request to the Parks Commissioners as they are the agents of the recreation fund and the money is not being used. There is approximately $45,000 in this fund. Selectman Dawson said they cannot use town money to fund a private non profit entity. Selectman Pearson said this is one of the questions he had. The Town buys services from them. Selectman Cavanaugh said we are not using tax dollars and it is not their choice. Selectman Pearson said it is his understanding that the Parks Commissioners can spend that money on basically anything they want provided it relates to recreation. Selectman Pearson would like to find out if this would be possible so he can present this to the Parks Commissioners. Selectman Dawson said the second part of the NH State Constitution states you cannot use municipal funds, tax dollars for a private non profit for an out of town entity. Selectman Wadleigh questioned if they can increase their service fee by $3,000. Selectman Dawson said when they give money to outside agencies they are buying services from them and do not spend tax dollars for their Capital Improvement projects.

Selectman Pearson informed the Town Administrator that at the Budget Committee meeting there was discussion regarding specific requirements on financial reporting. One of the members is concerned that they are not getting enough reports and also would also like to have a listing of welfare liens in town, not by name but amount. They are expecting that by the Selectmen’s December 10th meeting with them they will have projected revenues. Also when they met with the Welfare Director they were told that in years past there was more information made available to her such as people’s addresses, and car registrations that is no longer the case. There was discussion as to whether or not this is public information. Selectman Pearson asked to have statistics from personnel and staffing level in the Police Department.

Selectman Cavanaugh: Believes that the Parks Commissioners has full autonomy of what they do with the money (Capital Reserve Fund) and they should look into this to be sure. Selectman Dawson has contacted DRA and the LGC for an answer to this question. Selectman Dawson said the capital
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Reserve Fund was created for town recreation. The Board will further discussion this when Selectman hears back from DRA and the LGC.

Selectman Pearson: Suggested as they go through the budgeting process they pick a meeting when the Selectmen will discuss wages and raises for all employees rather than discussing salary lines when individual departments come before the Board.

Budget 2009-Outside Agencies.

1. **Genesis Behavior Health**, amount requested for 2009 $4,562.03. The Board discussed this and they do receive funding from other sources and also charge a high rate for townspeople and do not offer transportation. The Board was in agreement not to fund Genesis.

2. **C.A.P.**, amount they requested for 2009 they work closely with the Welfare Director and do a lot of work in the community. The Board agreed to fund C.A.P.

3. **Lakes Region Planning Commission**, amount requested for 2009 (dues) $3,762.00. After discussion the board agreed to postpone their decision regarding funding until they receive input from Chairman of the Planning Board and Zoning Boards.

4. **Old Home Day**, amount requested for 2009 $2,500.00. The Board discussed the balance in their checkbook being $10,646, why are they asking both Tilton and Northfield to contribute again this year. After further discussion the Board agreed they would like to further discuss the expenses with a representative from Old Home Day before they make a decision. Selectman Pearson is not in favor of funding them this year.

5. **Park Cemetery**, amount requested for 2009 $4,200.00. The Board agreed to fund the Park Cemetery.

6. **T-N Hall Memorial Library**, amount requested for 2009 $119,412.50. The Board would like to discuss this request with representative from the Library before they make a decision.

7. **Franklin Visiting Nurses**, amount requested for 2009 $15,630.00. After the Board discussed their request they agreed to fund the VNA in the amount of $15,630.00.
8. **Child & Family Services**, amount requested for 2009 $2,500.00. After the Board discussed their request they agreed to fund the Child & Family Services in the amount of $2,500.00.

9. **Conservation Commission**, amount requested for 2009 $5,590.00. The Board discussed the land use change tax and if any of that money can be used for education and engineering expenses. The Town Administrator will check into this. The Board agreed to fund the Conservation Commission in the amount of $5,590.00.

10. **T-N Recreation Council**, amount requested for 2009 $58,295.00. After the Board discussed their request they agreed they would like to have input from the Parks Commission before they make a decision.

11. **Y.A.P.**, amount requested for 2009 $53,265.00. The Board discussed that this program is duplication of services and they do not track the youths once they leave the program. After the Board discussed this they agreed they would like input from Chief Cormier regarding Y.A.P. The Board agreed not to fund Y.A.P. in the amount of $53,265.00 until they have more information.

12. **Birch Hill Kennels**, amount requested for 2009 is $6,000.00. The Board agreed to fund Birch Hill Kennels in the amount of $6,000.00.

13. **Tilton Main Street Program**, amount requested for 2009 is $10,000. The Board discussed the program and are pleased with what they are doing. When they met with the board last year the board said if they do well in the transitional year to come back to the board for funding. The Board agrees they have done a good job and agreed to fund the Tilton Main Street Program in the amount of $10,000.00.

**Public Works Director, Dennis Allen:** Mr. Eric Pyra from Winter Street was also present regarding his request for a trench permit to bring a gas line to his home. Dennis checked the area where they are proposing to put the gas line in. Dennis discussed this with the R.H. Wright Company who would be doing the work. He does not have a problem with the gas service but does have a problem with them digging and cutting the road. Once this is done the road will have to be maintained. Dennis said in stead of trenching they can boar and can also air blast, these are the options. R.H. Wright is a subcontractor for National Grid Gas Company. Dennis has denied the permit to Mr. Pyra stating he would have to
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maintain a patch in the road and it also impacts the integrity of the road. If they do drilling under the road it would be an added expense to Mr. Pyra. The Board asked Dennis to check with R.H. Wright for the cost of the three options. Mr. Pyra said he has started this process in July and is concerned that it will be too cold to put the gas line in if they wait much longer. Selectman Pearson is in favor of giving Mr. Pyra the permit given the age of the road. The rest of the Board stands with Dennis's decision but would like him to contact the R.H. Wright Co., and National Grid to find out what Mr. Pyra’s options are and what the cost comparison to trenching would be. Dennis will contact Mr. Pyra after talking to both companies.

Public Works Director Dennis Allen - Budget 2009:

Dennis presented his budget to the Board and informed them that he went over each line item and tried not to expend any more increases than was necessary. Some line items have not increased at all. Dennis reported that he has allowed for a 3.5% salary increase and in the merit pool there is a 3.5% increase.

Janitorial expense was discussed in Dennis's budget in the amount of $4,500. Dennis explained that he does not use this service but it shows up in his budget as an expense. The Board discussed this and agreed this expense should be split up three ways into the different departments under janitorial. Regarding the janitorial wages the Board agreed to break up this expense into three separate line items for each department, which would be 40% town hall, 45% police stations, and 15% for Riverfront Park.

Selectman Cavanaugh discussed the maintenance work the highway department does on the police cruisers. The parts used for the vehicles are billed to the police department and all of the labor is in the highway budget. Selectman Cavanaugh asked if any of that time has been credited back to the highway department. Dennis tracks all of the time for police vehicle maintenance and feels that $25.00 per hour is a reasonable fee for this service which amounts to approximately $10,000 per year. The Board agrees to credit the highway payroll $10,000 per year and charge the police department's payroll $10,000 for the vehicle maintenance service. When
Dennis uses police department employees for extra plowing he pays this out of his budget for that service.
Dennis reported that he did not put any money in Road Construction this year because of the condition of the roads he feels he can go another year. Selectman Dawson asked the Town Administrator to check to see if there is an RSA that requires the town to keep a percentage of the cost to repair towns road in a fund. Dennis said he does have $22,000 left of the $115,000.00 that was appropriated for Peabody Street.
Dennis informed the Board he will let them know when he receives gas and diesel prices.

Dennis informed the Board that Jim Cropsey would like to pave the apron off Rte. 132 into the town’s road. The State of NH will not give him a driveway permit because it is a town road. Dennis has to fill out the driveway permit because he is tying onto a State Rd. Dennis said putting an apron in will help with the washouts they have. Dennis said he informed Mr. Cropsey that if he is paying for this it is his responsibility to maintain that asphalt. Mr. Cropsey agreed. Dennis said he will have to file a permit at no cost to the town. Selectman Dawson would also like to have included ditch lines included in the written agreement with Mr. Cropsey. Selectman Dawson asked Dennis to look at all of the variables that could happen and include that in the written agreement.

Dennis asked if the Block Grant monies received from the State of NH instead of putting in warrant articles at town meeting if this Block Grant money can be designated for Capital Reserve Money. The Board discussed this and agreed it would give them more flexibility because the money would be in the general fund. Selectman Dawson said they need to look at what is in the Capital Reserve Fund and to see what they will need for road repair, what the road maintenance schedule is. The Board said this is something they will have to think about and will continue to discuss this at another meeting.

The Selectmen discussed the outside agencies they would like to meet with them regarding their budget requests for 2009.
- Lakes Region Planning (input from Planning and Zoning Boards)
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- YAP
- Recreation Council (input from Parks Commission)
- Old Home Day.

The Board agreed to schedule two of the agencies for next week's meeting.

Selectman Cavanaugh made a motion to adjourn the meeting at 8:5PM.