Selectmen's meeting minutes of September 24th, 2009.

Present from the Board: Selectman Katherine Dawson, Selectman David Wadleigh, Selectman Pat Consentino, Selectman Sandra Plessner, and Selectman Normand Boudreau.

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

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

Town Clerk/Tax Collector Cindy Reinartz joined the meeting to update some items from her office. Cindy has submitted a letter for a continuance regarding the hearing regarding small claims court with Mr. Hast. Cindy said she just received the notice of hearing last night and it is on September 29th and Selectman Dawson will not be able to attend. Cindy also as instructed by the Selectman submitted two other cases with small claims court today regarding back taxes.

Cindy presented the board with a packet of information regarding the wages of a deputy town clerk/deputy tax collector position from surrounding towns. Cindy explained the reason she is not going into non public is because she is asking to discuss the position itself not her deputy personally it is for the position itself. Cindy believes that the position is underpaid. Cindy said her deputy's job responsibility is to do everything she does. The deputy should be able to step into the town clerk's position if something should happen to her. Cindy feels the deputy's position warrants more of an elevated pay scale. Cindy asked the board to review the information she gave them and to take her suggestion into consideration.
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She would like to increase the deputy's wages to $15.00 per hour and put this into the budget for next year as a base salary adjustment. Selectman Dawson said this would be retroactive to January 1, 2010.

The board would like the Finance Officer to work up the figures as to what the cost to the town would be to increase the base rate of pay for the deputy town clerk/tax collector from what it is currently to $15.00 per hour. This is for next year's budget for 2010. Selectman Dawson asked what the deputy's position is and if she received any overtime. Cindy said the deputy's position is 40 hours per week and she try's not to have her work overtime but sometimes she does go over the 40 hours, but not by much. Selectman Dawson asked Cindy if she would like to add some overtime hours to the budget for the position. Cindy said she would love to do this just as a cushion. After discussion with the Selectmen Cindy said 30 hours would be good and this will be included when she submits her budget. Selectman Dawson asked the board if they would like to consider this or act on it this evening. Selectman Boudreau said he is personally in favor of this proposal. After further discussion Selectman Dawson polled the board asking if they are in favor of the $15.00 increase for the deputy town clerk/tax collector's position for the 2010 budget, Selectman Wadleigh, yes, Selectman Boudreau, yes, Selectman Consentino, yes, Selectman Plessner, yes, and Selectman Dawson, yes.

Next Cindy informed the board of the Tax Collector's conference she attended for three days and her deputy attended for one day. Cindy would like to have her deputy attend the conference for three days next year as she feels this was extremely informative. Cindy reported that she has information regarding using Single Check System with motor vehicle registrations. This means residents would use their debit cards as it will print one check for the town, now that they have one check they can add the state amount together with the town amount resulting in one check. Using the debit card system does not cost the town anything. There is a $2.50 fee to the user. Cindy said the Single Check System will start on November 1st, 2009. Cindy is also working with the State regarding internet renewals.
Cindy further discussed the small claims court cases and reported it was brought up that they would need an attorney there, but she stated that she does not feel they need one as she has done all of the research and is very prepared. She said it is all according to the RSA's and will have a copy of all of the information for the court.

Youth Assistance Program: Martha Douglass, Director, Dawn Shimberg, Assoc. Director and Scott Hilliard, member Board of Directors.

Martha said they are here this evening to give the Selectmen an update on the program and to see if the board had any questions or concerns. Martha said according to their by-laws they are supposed to have representation by the Selectmen. They meet every other month on the 4th Tuesday at 3:45PM. Selectman Dawson volunteered to serve as the Selectmen’s representative to attend their meetings.

Scott informed the board that Y.A.P., was approached to be part of a regionalization plan in Belknap County. Scott said they meet the people that use this program, the local police departments, WRMS and WRHS, and representatives from Tilton and Sanbornton. The Youth Assistance has been in Tilton and the surrounding communities for 33 years. One of the concerns that was expressed by both the schools, the communities, police departments and Y.A.P., is they are located across the street from town hall, they are used regularly by both the middle school and the High school, and local police, would some type of regionalization plan benefit the communities and the program. Scott said he does feel it would and thinks the consensus of the people that attended the community meeting in July felt the same way. Scott said one of the questions was if they were to regionalize, would their program become a satellite for their communities. Scott said he was told after that meeting that this would probably not happen. Scott said they do not feel their program is redundant and feels it is extremely important and the new school administrators have been working very closely with the program as is the police department. Scott said their plan is to continue as they have been and hope the communities will continue to support them in the future as they have done in the past.
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Selectman Dawson asked if they could track the success of the youth in the program, do they re-offend and how do they do in school. Selectman Dawson said her understanding of the county program is that there is some tracking and they do contact the school and work with the guidance counselors to see how that young person is doing in school. Selectman Dawson said their program does not do this and is something they can start doing or address. Dawn said that each year they do contact the families and do ask the parent how their child is doing if they have had any police contacts and if they have been involved in the legal system and they also ask if they are in school and if not, are they pursuing an educational goal. They also ask if the program was helpful to them as parents. Dawn said they have an open door; they may have gotten in trouble and originally became connected with the Youth Assistance Program because they were in trouble, but they can continue to come back just for support. Dawn said they do have a lot of kids that do come back for support because they know them. Dawn said they also have a data collection program that is keeping tabs on the kids that have been referred with current information and they try to keep this up to date. Scott reported that Martha and Dawn are involved in the central intake process with Belknap County so that in the past cases that may have been referred to them late. This central intake process will help speed along the process for them, and to also alert them if Martha and Dawn have worked with a particular youth and that youth is back in the Belknap County Program again. Selectman Consentino said in looking at the Youth Assistance Program from the Selectmen’s or Town’s point of view and would like to support the community and re enforce the work that the program is doing. It would be very helpful if you have as much data and information as the job that you are doing. In the last few years there has not been that much education into what Youth Assistance Program is all about it has not been out there and established within the community. Selectman Consentino said people would like to know more about the programs they are being asked to support. Martha agreed and said this is something they are working hard to do some outreach so people can get more information on their current work not just what has happened in the past. Selectman Dawson asked if they currently have a website. Dawn said they currently do not have a website but will be looking into.
The next Y.A.P. meeting is scheduled for November 24\textsuperscript{th} at 3:45PM.

\textbf{Approval of minutes of September 17, 2009:} Selectman Consentino made a motion to accept the minutes of September 17, 2009 as read, seconded by Selectman Dawson. After two corrections Selectman Consentino amended her motion to accept the minutes of 9/17/09 and Selectman Dawson amended her second to the motion. All were in favor.

\textbf{Appointments with Selectmen:}

\textbf{Mr. Partridge, re: view tax.} Mr. Partridge informed the board that he is here this evening to take issue with the assessment of the view taxes on his property in the amount of $40,000 for the view tax. The board reviewed the manual from Avitar of all of the properties with a view and the values that were placed on each view. There are views in the manual of Winter Street which add $40,000 to the value of the property. Mr. Partridge explained that his view is a tunnel not a panoramic view of lakes and mountains, just one view straight through. Mr. Partridge said he can see Kearsage mountain. After much discussion Selectman Dawson asked to have more information gathered and make an appointment with Loren Martin Avitar assessor to meet with the Selectmen and Mr. Partridge at 8:30AM on October 21, Loren's scheduled meeting day in Tilton. Selectman Consentino showed the board pictures of Mr. Partridge's view showing that you have to stand in a particular spot to see this view. Selectman Dawson said she does not feel this is an unobstructed view as there is a view of the back of a house which is in the view line. Selectman Dawson asked Joyce to e-mail Avitar the questions they have regarding Mr. Partridge's view tax.

\textbf{Selectman Plessner, Approval Employee job descriptions:} Upon reviewing the job descriptions Selectman Boudreau asked to have a statement added to all of the job descriptions “the ability to speak, write, and read English”. This statement will be moved to the section under: "knowledge, skills, and abilities required”. Selectman Plessner went over the job descriptions with all of the employees with the exception of the Public Works Dept.
The Director of that department went over the job descriptions with each of his employees. Selectman Boudreau said the only thing he saw was in the Highway department it stated "Road Agent" and should be "Public Works Director". Selectman Dawson discussed the job description for Health Office and thinks it would be better to copy the State's as the Health Office is under the auspices of the State. Selectman Plessner asked Selectman Dawson to make the necessary adjustments to the Health Officers job description and she will incorporate the changes with hers. The board will table this until their meeting of October 1, 2009.

**Correspondence:** Selectman Dawson asked to discuss the e-mail to the Selectmen from Mr. Tardif of Laconia dated 9/14/09. She asked if Mr. Tardif received answers to his questions. Joyce said she is gathering the information he requested and when the minutes of the public hearing are approved she will send them also. Chief Cormier said he did see this letter and it was discussed at the Belknap County Chief's meeting and the Sheriff met with the County Attorney about it. The County Attorney said everything they did was proper. Chief said Mr. Tardif was at that meeting and he was told that he would be sent a copy of their minutes of the response to the questions he presented. Selectman Dawson asked Joyce to have a letter to Mr. Tardif and all of the information he requested for the board to sign. Joyce will e-mail the letter to the board tomorrow and if they approve it she will have it ready for them to sign on Monday, September 28th.

Selectman Consentino asked Chief Cormier that it is her understanding that there is activity going on at 61 Business Park Drive that the Selectmen are unaware of and there is occupancy there. Chief Cormier explained that there is a trailer there from MMRS (Metropolitan Medical Response System). These are teams of doctors that respond in an emergency. Homeland Security put these teams of doctors together for emergencies after Hurricane Katrina and other emergencies, this is what MMRS is.
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They have asked to keep the trailer at 61 Business Park Drive during the winter but Chief informed them they do not have the heat on during the winter. They asked if they can pay the heat and electric bill for the winter. If the Selectmen would like they will be glad to attend a meeting to make this request.

Chief Cormier also reported that they had to run the air handlers two months ago because mold started to develop because of all the rain this summer and black mold developed on the sheetrock. It was recommended to wipe the walls down with bleach and run the air handlers to get the humidity levels down. This has been done and the walls are now clean and the air is dry, the air handlers are now shut off. This increase in electricity for the past two months was due to the air handlers being on, not the MMRS trailer. Selectman Consentino said she is concerned regarding the liability of letting people make use of that building and the Selectmen are not aware of this it becomes a liability to the town if something should happen. Selectman Dawson said they would have to carry insurance and name the town as additional insured on their policy. Selectman Consentino asked exactly what is being stored at 61 Business Park Drive other than impounded vehicles, Chief Cormier said there are SOU vehicles there they did have them at the police department but do not have room so they moved them back to 61 Business Park Drive. They are using a minimal amount of electricity just to keep the battery charged and the SOU trailer does not have to be plugged in. Chief Cormier said currently the police department uses 61 Business Park drive to process vehicles that were involved in a crime and vehicles that are impounded. Selectman Dawson said this was approved by the Board of Selectmen a year ago to utilize that building for those types of police operations. Selectman Dawson said regarding the outside agency vehicle they need to have insurance coverage for the town. The town does have an insurance agreement with the SOU. Selectman Consentino asked to have something in writing for the MMRS trailer to specify the electric and heat will be paid for and with the understanding that they will name the town as additional insured. At this time Selectman Consentino made a motion to authorize having the MMRS trailer housed at 61 Business Park Drive as long
as they pay the heat and electric bills and name the town as additional insured on their policy, seconded by Selectman Plessner. All were in favor.

Selectman Consentino informed the board that background checks were done on all of the Senior Affairs Committee members and is asking the board’s permission to waive the fee for the I.D., as they are working for the town. Chief Cormier said it would cost $5.00 to make the I.D’s. Selectman Dawson polled the board and they were all in agreement to waive the I.D. fee of $5.00.

Selectman Boudreau reported he attended the School Board meeting and they asked how many hours the S.R.O. spend at the school. Chief Cormier said from 7:00AM to 3:00 or 4:00PM. Also are they splitting the cost 50/50, Chief said they are. Selectman Dawson asked the Finance Officer to do a work sheet on all of the S.R.O., costs.

Selectman Boudreau informed the board that Joyce has contacted Mr. Grady, Lightec for the free walk-thru. They will need to review utility bills including water and sewer going back 12 to 16 months. Once they have all of this information they will schedule an appointment to do a walk-thru of all town buildings to see what kind of recommendation they can make. Selectman Boudreau said he will be available for the walk-thru.

Selectman Dawson discussed the response from the LGC regarding Mr. Cropsey’s liability insurance. Selectman Dawson said Mr. Cropsey’s contractor should be providing the town with a copy of a certificate of insurance to the town and the town should be named additional insured on his insurance, this is not how LGC responded. Her response was, LGC does not cover any contractors or sub contractors. Joyce will contact LGC again and ask for clarification of this. Joyce said the town should have a copy of Mr. Cropsey’s contractor’s certification of insurance naming the town as additional insured stating for what parking lot he is plowing..

Selectman Consentino reported she attended the Life Safety Committee meeting and the sub committee interviewed four architects and narrowed it down to one architect.
Selectman Consentino and the finance officer negotiated with the one architect on the fee because the scope of work was exactly the same but the fee structure was a litter higher.

Last night the Life Safety Committee voted to retain Goudreau & Associates Architects of Chester, NH for architectural work. Selectman Consentino said there was vote of approval to bring this to the Selectmen this evening for their approval. The work is for $22,000; initially it was for $27,500. Selectman Consentino said she would like to have Attorney Crean look this over first. Finance Officer Tim Pearson he looked the contract over and the one thing he noticed is there is no provision for termination

Selectman Dawson said there is no mention of presenting this at town meeting and would like two public presentations from them. After the board further discussed the contract Selectman Consentino made a motion to refer the contract to Attorney Crean to revise it adding the termination clause and also changing the verbiage to include presentation at town meeting or making public presentations at 2010 town meeting, seconded by Selectman Plessner. All were in favor. Selectman Dawson asked to have the Life Safety Committee notified of these changes. Selectman Consentino said the other issue with the Life Safety Committee is that they have set a date for their first Public Hearing which will be on October 21st, 2009 at the Cafetorium at the Winnisquam High School at 7:00PM.

Selectman Consentino reported the next meeting of the Senior Affairs Committee will be held on Monday September 28th at 1:00PM at town hall.

The board discussed formalizing the design of the parking stickers and agreed to have Dave Fox attend their meeting at 8:30AM Monday September 28th, 2009. The board discussed sending a letter to the Main Street merchants informing them the effective date of the new parking ordinance and what they need to do.

Selectman Consentino said she would like to further the discuss the issue of overtime that was brought up last week regarding the Administrative Assistant. This needs to be resolved so there is no longer any confusion and believes the board’s intent was not to limit the overtime for Catherine so
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She can do her duties as Administrative Assistant to assist the Selectmen and do the minutes at the Selectmen’s meetings. Selectman Consentino said knowing the economics in town hall she said the overtime is for necessity only and they do need to have her do the minutes at their meetings, but it is not limited to that, and this is what was unclear at the last meeting. Selectman Dawson agrees that Catherine also has to have the time to do her daily work. Selectman Consentino made a motion that the Selectmen allow the Administrative Assistant to utilize overtime as needed for use at Selectmen’s meeting and to get her job done during the week and not have to take time off, seconded by Selectman Dawson.

Discussion: Selectman Plessner stated that if the board is going to make a motion such as this then she feels they need to get rid of the overtime policy as she feels they are being grossly unfair to public works and the police department. They make these departments tow the line and here they are making an exception for one, and personally does not think this is fair. Selectman Dawson said she feels they do make exceptions for the police department and make exceptions for the town garage. All three are unique situations. They acknowledge the town garage is going to have overtime hours pile up during snow and storm events and on Saturday morning. Regarding the police department in the employee policy and in the union contract they are allowed to utilize overtime hours without accruing 40 hours of work. They do not have to actually work 40 hours to get overtime, whereas in town hall and all of the other employees in town must work a 40 hour week before they receive overtime. Selectman Dawson said they do have exceptions in all three departments for overtime. Joyce said they need to amend the employee handbook because right now it says overtime for emergencies only. Selectman Dawson said they will make an amendment for this. Selectman Boudreau would rather see the motion where they allow overtime for the extent of 40 hours in the office plus however long the Selectmen’s meetings take. Selectman Boudreau would make an amendment to that extent. After further discussion Selectman Dawson asked Selectman Consentino if she would accept the amendment to her motion. Selectman Consentino said no she would not and feels it is more than a personality issue rather than an overtime issue.
This was brought to the Selectmen's attention last week one more time because the office staff miss interpreted what the Selectmen wanted and what their intent was. Selectman Consentino said if the office staff has an issue with the overtime the should be meeting with the Selectmen on an individual basis and not have to deal with this again.

Selectman Dawson said if they are talking about an extra ¾ of an hour per week it is well worth the money they pay as she knows what they get in exchange. Selectman Dawson's suggestion is that they hold the amendment and get a weekly payroll and if they see those hours during the normal work week adding up, then they can address it at that time.

Selectman Consentino's motion is to allow the Administrative Assistant to work overtime as needed for the Selectmen's meeting and to continue her work during the work week with the understanding that it would be for necessity only and still needed to be approved, seconded by Selectman Dawson. All were in favor with the exception of Selectman Plessner and Selectman Boudreau. Motion carries.

Selectman Plessner reported that she has the lien release for Mr. Cropsey's property for the board's review and everything had been taken care of as Mr. Cropsey said. Selectman Plessner said there is no reason why they still have the lien and the Selectmen should sign it and have it recorded at the registry.

Report from Town Administrator Joyce Fulweiler.

For fall clean up, the website has been updated and flyers are available for residents in the Town Clerk's office and also at the town garage. Joyce asked the board to review the information on the post card before they are sent out. Joyce said the 2008 notice said that would be the last year there would be no charge. The board agreed to continue not charging residents for things taken to the town garage for fall clean up.

Joyce reported the Highway crew still needs to put the crushed stone in the window wells on School Street.
The first set of town hall doors have been removed for repair and when they are done the second set will be removed for repair. The board discussed having a sign directing people to the second set of doors while the main set of doors are being repaired.

Joyce informed the board that there is information regarding the Grange Hall Security System in their packets for their review.

Selectman Plessner asked the board if they would like her or Tim to obtain two more estimates on the Mapping. The town received one proposal for Terra-Map for conversion of maps with updates from Avitar. Selectman Plessner said she feels it is important to move forward with the mapping.

Selectman Plessner also asked the board for approval of the estimate on the framing of the water color of town hall. After discussion the board approved the estimate.

Finance Officer Tim Pearson informed the board that the Pitney Bowes Postage Machine contract they have with the current postage meter will be up at the end of the year. We have an opportunity to replace this machine with a better heavy duty machine that has an automatic envelope feed to it. The cost of the current meter is $107.00 per month, the new contract price for that same meter is $115.00 per month and the new proposed meter is a heavy duty machine with an envelope feed that can do almost 100 pieces of mail per minute and is $135.00 per month. Tim reported that if they go with the new machine the equipment rental line will be over by $70.00 for the year. Tim presented the agreement for the board to review. He also informed the board that there is a non-appropriation clause in the agreement that if this is not approved at town meeting it can be returned without a penalty. Selectman Consentino made a motion to upgrade to the Pitney Bowes DM400, seconded by Selectman Plessner. All were in favor.
Tim next informed the board that the Conservation Commission asked him to go back and check into their accounts to see when they received the land use change tax. Tim said he determined that as of the end of 2008, the town owed them $111,435.00 in land use change taxes that were collected by the town but were never deposited in the Conservation Commissions Land Use Change Tax Account.

In discussing this with the commission, Tim said, the Commissioners suggested paying four equal payments over the course of the next year starting in December. The Commissioners also asked that any such collections be deposited into their account by the end of the month. Tim said he and Joyce discussed this and he would like it to be quarterly. Joyce said she would like to see this done annually because you have to allow for abatements. After discussion, the board agreed to make the four payments and will pay the Commission annually.

Tim reported that the Town Clerk would like to change her motor vehicle software and use the same company she is using for tax collection. In doing so, they would have assessing, tax collection, town clerk and the mapping with the same company. Tim said if the board decides to go with the same company, he would like to negotiate an entire package with them to get the best deal.

At 9:30PM Selectman Boudreau made a motion to adjourn seconded by Selectman Dawson. All were in favor.