Selectmen’s meeting minutes of Monday November 23, 2009

Present from the Board:  Selectman Katherine Dawson, Selectman David Wadleigh, Selectman Pat Consentino, and Selectman Sandy Plessner. Selectman Boudreau was not present.

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

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

Public Input:  Resident Scott Davis addressed the Board regarding the increase in the special detail rate to $62.00 per hour. Selectman Dawson informed him this will become effective January 1, 2010. The Finance Officer, Tim Pearson gave an explanation of the detail increase. Captain Wellington will join the meeting later in the evening and will also address this.

Scott asked who makes the determination regarding whether a flagman can be used or pay for detail. Selectman Dawson said they asked Chief Cormier that the only policy be made that if work is being done on Rte. 3 and 11 due to the high traffic that they have a police detail. The Selectmen have not included any other roads. School Street is a State Road.

Scott asked if this means the T-N Aqueduct Company’s Winter Street project in 2010 will not need special detail. Selectman Dawson said that is a State Road and does not know. Scott said speaking as a Water District Commissioner he is concerned because they put out two bid packages and the engineer used $55.00 per hour for special detail and it has now increased to $62.00 per hour and did not present this to the water district users at that cost. Selectman Dawson said she is surprised that the Water Commissioners did contact the town to see if that rate was going to change.
Scott also asked to discuss the School Resource Officer’s rate of pay. Captain Wellington explained what a SRO does and perhaps it is time to adjust the formula. Tilton PD is responsible for Tilton schools and residents and cannot cross jurisdiction. They cannot hire an Officer from Sanbornton or Northfield as an SRO, as the Town of Tilton would assume all liability working under the Tilton Police Dept., extended authority agreement. Scott said he thinks the town has been more than fair with the School District as far as providing the taxpayers monies for an Officer in the School System. Selectman Dawson was in agreement. Captain Wellington said the School District requested a bill for the 2009/2010 school year. Captain Wellington said they provided the bill and they paid it immediately and the town received a total of 50 percent of that Officer’s pay and all expenses to the town. Captain Wellington said a good time to discuss these issues would be at the School District meeting. Selectman Dawson agrees that this would be a good time to let them know for the 2010/2011 year there may not be a Tilton Officer in that school. Selectman Dawson said the monies the School pays the town for the SRO for his time spent at the school does not cover the town’s cost for him to be there. The agreement is 50 percent which was the original agreement with the School District. Selectman Dawson asked the finance officer to check into the figures that cover all of the expenses for the School Resource Officer and to work with Chief Cormier and report back to the Board.

Approval: Minutes of November 5, 2009 Selectman Dawson made a motion to approve the minutes of November 5th, 2009 seconded by Selectman Plessner. All were in favor with the exception of Selectman Boudreau was not present.

Selectman Dawson asked Public Works Dir., if he has the new parking signs. Presently there are no signs on Main Street that indicates no parking after midnight. Selectman Dawson asked Captain Wellington where the parking signs on Main Street should be placed. Captain Wellington said they should go where the old ones where on each of the utility poles. Dennis said the cost of these signs would be between $20.00 and $25.00 each.
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Selectman Dawson asked Captain Wellington what is enforceable, a sign at every space, a sign on every utility pole or is a warning sign coming into town sufficient.

Captain Wellington said this is something he will have to see if there is something specific on posting and how it is written. Having signs on all utility poles is visible from most every parking spot. The Selectmen agreed to have Captain Wellington research this and report back to them.

Finance Officer Tim Pearson: Tim went over his weekly update with the Selectmen. Regarding the software Tim notified Munismart of the town's intent to discontinue the Motor Vehicle, Motor Vehicle Red Book, Animal Licensing, Cash Receipting and Budget Preparation modules as of 1/1/2010. Tim also met with Avitar and has set up a tentative meeting for December 2, 2009 in Chichester to discuss overall modules, pricing and terms to work out the best deal for the town. After the Board discussed this Selectman Consentino made a motion to go with Avitar software program for Motor Vehicle seconded by Selectman Dawson. All were in favor.

Tim informed the Board that he and Joyce would like the Board's approval to make changes to the town's disability and life insurance carriers. Both carriers are represented through our agent, Davis & Towle, and both prospective carriers will honor their rates for a period of three years. Tim said they would be getting the same disability coverage as well as life coverage, but the disability costs would be 19 percent lower. If the Board agrees Tim will have a contract for them to sign at their December 3rd meeting. Joyce said she is in agreement with the change.

Tim has a quote for the audio quote for the Selectmen's meetings. He has worked on getting quotations from several sources for an audio solution for broadcast of the Selectmen's meetings. Sweetwater was the only vendor who had a complete solution to work with our cassette deck and video camera. They are providing all the cabling. Tim is recommending the Board approve $3,500 to be spent on the Sweetwater quote and incidental expenses in order to implement an audio system for the town.
Selectman Dawson asked if they guaranteed this will solve their problem, if there will be a marked improvement. Tim said no, but has been assured that it will work.

After further discussion Selectman Consentino made a motion not to exceed more than $3,500.00 to purchase the audio equipment that is specified in the Sweetwater quote, seconded by Selectman Dawson. All were in favor.

**Bob Hardy, Chairman, Parks Commission:**
Selectman Dawson asked the Board’s opinion regarding the maintenance of Riverfront Park. Selectman Consentino said she does not feel this was done accurately as it is the Board’s position to award bids and sign contracts. Also, just sending the bids out to companies that they know do this work is not the way the town is supposed to go through the bid process. There is advertising, posted on the web site and allow a certain amount of time for people to send in their bids and there is a closing date to adhere to. Once the closing date is past the bids are opened and then the Commissioners would present the lowest bidder to the Board and ask them to accept the bid. At that time the Board would make a motion to either accept or decline the bid. The Parks Commissioners have already done this, and Selectman Consentino said in her opinion have done so incorrectly. Bob said they did this based on what the previous Board asked them to do. Bob said they felt they did their diligence by contacting five local companies and sending them the bid packages. Bob said they did accept the contract from Lakeside Landscaping and will be contacting him to work out the contract. Bob said he felt sure under RSA that the Parks Commissioners have the authority to enter into bids and contracts. Bob said the Selectmen are giving them the authority by accepting their budget and the town’s people are giving them the authority to spend that money by accepting the budget. Selectman Consentino said when it comes to a contract, as a Board if something were to go wrong with the contract that ended up in court it would not be the Parks Commissioners going to court, it would be the Selectmen. Selectman Dawson said that the Parks Commission does not present their independent budget to the budget committee; it is part of the Selectmen’s budget. Only the Selectmen can obligate the town’s expenses.
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It is a town policy that was sent to all departments and commissions in July of 2009 that all contracts and agreements shall be submitted to the Board of Selectmen to be approved and signed by the majority of the Selectmen.

Selectman Dawson also stated that the Board of Selectmen have not made it completely clear to the Parks Commissioners what authority the Board is giving them. The RSA does allow the Board of Selectmen to create the Park Commissioners. Selectman Dawson said what they cannot pass on to the Commissioners is the authority to indebt the town, unless the RSA specifically allows them to do so. Bob said they have not signed a contract with the landscaping company. Selectman Dawson said one of the things the Selectmen need to do is meet with the Parks Commissioners and go over what their authority. Selectman Dawson took a poll from the board and they agreed they would like to see this bid advertised in the newspaper such as the Echo and the Citizen. Bob asked if they should bid for two years as the original one was or one year. Bob discussed the amount of mowing with Dennis and it was agreed that 26 mowing will be okay for the season. Dennis said the only thing he did not see in the bid was the collection system in the mowing. Bob said he will check into this. Dennis said he was satisfied with the bid.

Selectman Dawson asked Joyce to put on their schedule to create the authority and duties they want and create this policy for the Parks Commissioners.

Next Bob presented the Park Commission Budget and went over each line item with the Selectmen. Bob said the Parks Commission would like to turn the lights off at Riverfront Park (at the pavilion and perimeter) once the park is closed in the winter when Dennis puts up the fencing around and everything is shut off. Selectman Dawson pointed out that the park is not closed, the pavilion is closed. They feel this will help with the cost of electricity. There was discussion with Captain Wellington regarding turning off the lights at the pavilion and the security issues. Selectman Plessner also expressed concerns regarding liability issues.
Dennis explained that the reason for hiring a new person year round is to utilize the individual for plowing the sidewalks, and then in the summer do some of the necessary repairs at the different locations for the different departments. Dennis said he would like some of the costs charged to the different departments that he would be doing the work for.

Selectman Dawson informed Bob that she contacted the Local Government Center asking them to clarify the difference between a stipend and employee pay and has not heard back from them yet. Bob said the Parks Commission in town that does not receive any compensation. Selectman Dawson said the RSA's specifically for parks commissioners states, will serve without pay. Selectman Dawson said to her this means a wage that we are not paying them an hourly wage or a salary to do the job. Selectman Dawson said she feels a stipend is a reimbursement. Selectman Dawson said she will check with LGC again and when she hears back from them they will revisit this again.

At 8:47PM Selectman Consentino made a motion to go into non-public session regarding RSA 91:A-A regarding the dismissal, promotion or compensation of any public employee or the discipline of such employee or the investigation of any charges against him, unless the employee affected, has a right to a meeting and requests that the meeting be open in which case the request shall be granted, seconded by Selectman Dawson. A roll call vote was taken, Selectman Wadleigh, yes, Selectman Consentino, yes, Selectman Dawson, yes, and Selectman Plessner, yes.

At 8:45PM the Board resumed their regular session. At this time Selectman Dawson made a motion to seal the minutes of the non public session permanently, seconded by Selectman Consentino. A roll call vote was taken. Selectman Wadleigh, yes, Selectman Plessner, yes, Selectman Consentino, yes, and Selectman Dawson, yes.

Public Works Director Dennis Allen explained to the Board why he does not use the salt/sand mixture on Manville Road. The plow truck would have to make another trip to the garage to pick up the salt.
Also they need to stay clear of the wetlands. The board asked Dennis how he is going to take care of the pot holes on Manville Road that occur in the winter. Dennis said he is going to fill them with sand. The Selectmen are in agreement with Dennis’s plan and asked Joyce to inform Peter Fogg of this decision. Dennis asked to discuss the part-time position. He said he would like a part-time person from September 1st to march and has the money in his budget. After the Selectmen discussed this, Selectman Dawson made a motion to advertise the part-time position, seconded by Selectman Consentino. All were in favor.

Town Administrator Joyce Fulweiler Agenda items:

Joyce informed the Board of a property that had a Veteran’s tax credit of $500.00 which was more than the taxes. The individual did not have to pay any taxes. The property was subsequently conveyed as of April 1, 2009 but the conveyance was not picked up. The tax collector is re-issuing the warrant to the new property owner for the taxes that are due which are $301.00 because the Veteran’s credit has been removed.

She also mentioned that two weeks ago the Board approved to have Loren go ahead and calculate a land use change tax on the Costa property and the Amero property which she has done. She also acted upon some Veteran’s credits that were denied and one Elderly that was denied. One that will qualify for 2011.

Selectman Dawson would like the Selectmen to discuss the taxes and assessments on the leased property on River Road with the assessor. Joyce said that Loren will be in the offices on December 15th from 8AM to 4:15PM. Joyce will schedule from 2:30PM to 3:30PM for the Selectmen to meet with her.

Joyce informed the Board of a request to abate the interest on a sewer betterment bill that a resident did not receive. He said if he received the bill he would have paid it and there would not have been any interest charges.
The Sewer Commissioners discussed this and voted to recommend to the Selectmen that the consider abating any interest accrued on Mr. Piquette's sewer bill. After discussion Selectman Consenino made a motion to go with the recommendation of the Sewer Commissioners and abate the interest on Mr. Piquette's first sewer betterment fee, seconded by Selectman Plessner. All were in favor.

Joyce discussed the Moulton property not being a buildable lot. Loren has changed the assessment saying it is not a buildable lot. Joyce said she is still showing them in the betterment district and is asking the board's permission to remove that parcel of property from the sewer district as it is not a buildable lot and abate the amount of $327.00. The Sewer Commissioners are requesting this.

Selectman Dawson asked to have the information in their property card file that it has been determined to be backland lots incase someone tries to build on it. The Board is in agreement. Selectman Dawson also asked to have the Building Inspector informed of this.

Joyce informed the Board that she will be sending out memorandums to all employees that the payroll deductions for health and dental insurance have been taken out base upon 50 weeks so the last two paychecks of this year will be more. Joyce would also like to remind them that they have to submit their carry-over requests. According to the policy it states that full time employees can carry over 20 percent of their earned time or 40 hours, whichever is greater. Joyce said that there is nothing in the policy for permanent part-time employees to carry over their time but they have been allowed to in the past but it does not say in the policy. Joyce asked if they could approve the three permanent part-time employees to carry over their time. Joyce also reported that employees that are eligible for the buyout, after seven years of continuous employment can purchase up to 40 percent of their time. Joyce would like them to submit this to the payroll office by the Monday before the second pay date in December.

Selectman Dawson discussed the permanent part-time employees vacation time. They are hired to be here on specific days and specific hours.
If they are allowed to carry over their vacation time then it will mean they are spending less time doing their job. Selectman Dawson is concerned about the coverage for their jobs. Joyce also informed the board that there is a salaried part-time employee that has quite a bit of time accumulated and will not be able to take this time off before the end of the year. There was discussion regarding this person not having dedicated hours in town hall. Selectman Consentino said this person should have scheduled hours in town hall. Selectman Dawson was in agreement. After further discussion the board was in agreement the part-time employees cannot carry over paid time off. They must use it or they will lose it.

Joyce asked the Selectmen if they were going to participate in the Holiday Parade float on December 5th at 5:00PM. If the Selectmen would prefer to walk the parade starts from the WRHS and come down Main Street, over the Cannon Bridge, and then back to Riverfront Park.

Joyce discussed the Health Insurance and prescription plan. She said if they were to change the prescription plan, which they can and eliminated the HMO of the $15.00 IPED with the $1.00 co-pay. Tammy Croft LGC Health Trust representative said the town can only have one HMO Plan. Joyce asked the Board to review the information for further discussion at their next meeting. Joyce has also included the dental options. Right now the town has 1A which the premium of $39.00 per month has increased 5.5% for the single plan. The new plan would be either or $41.00 or 42.00 per month for single coverage. Joyce asked the Board if they would vote as to whether or not they are going to offer retiree benefits to elected officials and if so will you also offer it to the surviving spouse. The Board amended their policy that they would allow category three that covers elected officials and breaks them down to Selectmen, department head level, elected officials, such as town clerks, tax collectors, and road agents if they are elected. The Tilton Selectmen voted to allow category three, elected officials, Selectmen at 100 percent of their cost.
At this time Selectman Consentino made a motion they do not offer Selectmen retiree benefits when the Selectmen have completed their service to the town, seconded by Selectman Dawson. All were in favor.

Reports from Selectmen:

Selectman Consentino asked the Board's permission to talk to Chief Cormier regarding possibly a public hearing to change Cedar Street to a one-way street during a certain time of day when school get out. Selectman Dawson suggested they have the Chief create a policy and then have a series of public hearings, perhaps two. This will be well publicized.

Selectman Plessner will have the last two job descriptions for the Board's approval next week. Selectman Plessner said she has also started going through the town's ordinances and some are out dated.

At 10:55PM Selectman Consentino made a motion to adjourn the meeting, seconded by Selectman Plessner. All were in favor.