Selectmen's meeting minutes of August 4, 2011.

Present from the Board: Chair Pat Consentino, Selectman Sandra Plessner, Selectman Katherine Dawson, Selectman Normand Boudreau, and Selectman Joseph Jesseman.

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

Chair Consentino opened the meeting at 4:00PM. At this time the bids were opened for the RFP:s for the Police Station Repairs. Two bids were submitted.

- Brian Huckins Builders-$19,974.00
- UpCountry Builders-$11,128.00.

Chair Consentino said they are not ready to make a decision until they have reviewed the budget.

At 4:15 Chair Consentino announced a recess and will reconvene the meeting at 4:30PM with Holden Engineers.

Chair Consentino opened the meeting at 4:30PM.

Peter Holden, Holden Engineers & Bill Rossignol joined the meeting. Chair Consentino informed Mr. Holden that the Selectmen were supposed to approve the design for the collar on the culvert, which the Board is not going to approve because the collar is larger than the box culvert. It would have to be bolted into the wing walls which move. Mr. Holden said in discussing the collar with Mitchie Corp., they suggested to remake the angular piece of the box culvert and forget about the collar. Mr. Holden feels this a good solution.

At 4:40PM Chair Consentino made a motion to reconvene the meeting at the Pine Street Bridge where they will meet with Jeff Hiltz, Hiltz Construction and Steve Gard from Mitchie Corp., along with Engineers Peter Holden and Bill Rossignol, and then resume the meeting at town hall for discussion.
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regarding the Pine Street Bridge, seconded by Selectman Jesseman. All were in favor.

At 5:25PM the Selectmen reconvened their meeting at town hall to further discuss their findings at Pine Street Bridge with Peter Holden, Bill Rossignol, Jeff Hiltz, and Steve Gard.

Chair Consentino stated that after their on site visit to the Pine Street Bridge the proposal is that they are going to replace the inlet box culvert and the head wall. Also patch and repair several of the broken pieces on the wing walls on the inlet and outlet sides. Seal and re-cut the chamfer on the wing wall. Hiltz Construction is going to reset all four wing walls on the outlet side so they are properly in place. They are going to uncover the box and reset the pieces so they will be as tight as could be. Chair Consentino said she thinks the issue is on the outlet side on the bottom. As soon as Hiltz Construction begins work on the bridge, Holden Engineers will be present if needed. Selectman Dawson asked to have a schedule of their work schedule sent to the Selectmen as well. Selectman Dawson asked to have the specs as to what they plan to use for joint compound and would like to see something that is expandable. Mr. Holden said it is standard to use mortar.

Chair Consentino said they would like to see someone from the Town on the site and not a member of the Board of Selectmen. The Board discussed having the Public Works Dir., Dennis Allen present, but this would take him away from his duties. When this project was bid out it did not include paying for one of our personnel to be on that site.

Selectman Dawson informed Mr. Holden that when they were putting in the box culvert and they saw the first gouges from the chain the job should have been stopped, but there was no one there to stop it. Selectman Dawson said she is not happy with this and her personal opinion is to put in a new bridge, not a patched bridge. But she is not comfortable entrusting this job to the same companies who did not do it right the first time. The Board also discussed their displeasure that there was no erosion control in place whatsoever. The Board was there and inspected it upon receiving a call from a resident who contacted the Department of Environmental Services. There was no erosion protection, no silt fence in the brook.
Mr. Holden said if they reimburse the town for Dennis' time he will not have to be on the site all day. Mr. Holden does not think Dennis needs to be there for more than 15 or twenty minutes or until all of the pieces are set. The Board does not agree with this. Selectman Dawson said Dennis needs to be there while they are setting all of the pieces, and she will be there also. Chair Consentino said they feel the town should be reimbursed for however long it takes Dennis to be on the site. The Selectmen asked to have a copy of Hiltz's schedule and he needs to adhere to this schedule. Based on this schedule they will determine how long Dennis needs to be on the site. The three critical parts are: resetting the pieces, filling in the joints, and compacting the soil.

Chair Consentino stated that Steve Gard, Mitchie Corp., will call Jeff Hiltz tomorrow to give him a start time and it will be two weeks after that. Peter Holden will also be notified.

The Board went over again what will take place; the work to be done will be to replace the one section of box culvert and head wall at the inlet end. The entire culvert is going to be uncovered to make sure that pieces are tight on the outside. All four of the wing walls are to be reset so they are plumb and properly placed against the culvert. The remaining pieces with chips taken out of them in the wing walls and in the outlet end and the head wall where there are some chips will be repaired. There will be done on the south west wing wall. Holden Engineering will have a person there as they are working to make sure that everything is being done properly. The Town is going to have a person coming in to oversee what is going on for which they expect reimbursement. Peter Holden will send the Selectmen a copy of the status report and keep them constantly updated as to what is going on from the process of molding the replacement piece right through the end.

Selectman Dawson asked to have a copy of the status report faxed to the Selectmen's office tomorrow and if this cannot be done the Insurance Company is to be contacted for a copy.

Town Clerk/Tax Collector Cindy Reinartz presented notification of the tax deeding for the Board’s review. Cindy informed the Board that she has noted on the report the properties that she will not be taking to court.

Cindy informed the Board that a taxpayer is asking the Board to waive the interest on her 2008 tax lien because she thought the two checks she sent
the tax collector were paying off this lien. Cindy applied the payments to her 1st and 2nd issue 2010 property taxes. Cindy does not recommend waiving the interest because she mailed in her checks on an impending lien and it paid it off. The interest between May 5th, 2011 and August 11th is $367.92. After further discussion Selectman Jesseman made a motion they not waive the interest on the taxpayers 2008 tax lien as requested, seconded by Selectman Plessner. All were in favor.

Next Cindy presented a Petition & Pole License for the Board to sign. This is for a new pole on Winter Street. Selectman Jesseman asked the taxpayer if they tax the utility poles in Tilton. Cindy said they do not. Selectman Jesseman said he will pursue this and get back to her. Chair Consentino made a motion to sign the pole permit for Fairpoint located on Winter Street, 13/12S, seconded by Selectman Jesseman. All were in favor.

Chair Consentino informed the Board that the Al LaPlante, Building Inspector has gone out and reviewed the properties on the deeding list and has made his recommendations to the Board. Selectman Dawson asked the tax collector if they take Mr. LaPlante’s advice and not deed those that he has recommended if she is prepared to take them to court. Cindy said she is as long as the Selectmen give her a directive to do so. The Board is in agreement.

The Town Administrator asked if the tax collector needs the letter from the Selectmen before noon, next Thursday which will be August 11th, 2011 so she can prepare them. Cindy said she will need those letters on the properties the town is going to take because she has to do the deeding by noon.

Cindy informed the Board that she has been made aware of the fact that the cottages on 822 Laconia Road are not permissible under the zoning laws of Tilton. These cottages are not legal residences as required by Safe-C 503.08. Cindy explained that because of this she is unable to register vehicles for those living in the cottages. Cindy said she is sending them a form that is required for each legal resident in those units within the large apartment house so that she can continue to register their vehicles as they would be considered legal residents.
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The Board reviewed a letter from the Code Enforcement Officer for the Family Tree Restaurant to serve wine and beer inside and also on the outside decks. Chair Consentino made a motion to approve their request, seconded by Selectman Plessner. All were in favor.

Finance Director Tim Pearson’s report; recommending the board sign the agreement with Winnisquam Marine to extend their lease at 61 Business Park Drive. Chair Consentino made a motion to sign the agreement, seconded by Selectman Jesseman. All were in favor.

Vince Paratore, Main Street Director joined the meeting to inform the Board that the Main Street Program has decided to transition away from organizing community events and instead use its limited staff and financial resources for projects that will have a more lasting impact on Tilton’s downtown area. As a result, the Tilton Main Street Program will not be holding its annual summer fair on August 13. There have been a few registrations that were received and will be returned immediately. Vince said that the Main Street Program’s Board feels that with its limited resources and staff, more efforts should be put toward substantial improvements to the downtown that will make the area more welcoming to potential shop owners and repeat visitors. As a result the Board has decided to use its resources to work toward these improvements, and has asked the Tilton Parks Commission to step into the role of planning these events. The Tilton Parks Commission has agreed to take over the organization of the Annual Holiday Parade and Fireworks at Riverfront Park, beginning this winter. The Commission has also agreed to look at the summer fair event to see if this fits with the Commission’s 2012 plans. Vince discussed that quite a while ago at the Main Street Program paid for to have an Architectural Engineer do a conceptual drawing of ideas of what improvements could be done on Main Street. Vince presented the Board with the master plan of what they envision for the downtown area. Their concept of this plan is to try and make as much of the river accessible to the downtown area as possible. There is an opportunity with a piece of town
owned property that is the parking lot adjacent to the Tilton House of Pizza. Vince said their idea is to restore that area so the river can be seen again. Also they are hoping to work with the property owners to at least obtain some waterfront property accessibility. Vince said this is what the Main Street Board would like to explore as far as doing a project and would like the Selectmen's input and then discuss it with the Main Street Board. The next step would be to take the drawing of their idea to an architect to help them with their ideas for that section of the river. The Main Street Board would like to do a fund raiser for this specific project. They feel they could make a lasting impact if they do this as a big project and may get people excited about downtown again and possibly step forward and continue the organization. Vince said if not, at least they can end with something that could have some impact on downtown.

The Board thinks this is an exciting project. Chair Consentino informed Vince that there are capital improvement monies coming up in September 2011 to 2013 for improvements and will send him the link for that information. Selectman Dawson suggested Vince start with Department of Environmental Services with a conceptual plan first to get some feedback to see what they will allow or not allow them to do.

Chair Consentino made a motion to create a committee to go forward with this project, seconded by Selectman Dawson. All were in favor. The Selectmen have volunteered to be on the committee. Vince will bring suggestions for members of the committee to the Selectmen.

Chief Cormier and Lt. Martin joined the meeting. Chair Consentino informed them that today was the opening of the bids for the Police Station renovations. The Board has not made a decision at this time. The Selectmen reviewed the cruiser mileage list and have questions regarding the mileage. Chair Consentino asked why they are using the Expedition so frequently when the Board asked them to use it for very specific reasons because it uses a lot of gas. Chief Cormier explained that the Expedition is used by the corporals and patrolmen do not use it at all. Chief Cormier informed the Board that they do rotate the cruisers. A copy of the schedule prepared by Lt. Ryan was given to the Board. Selectman
Boudreau asked to have the miles accrued for the week on each vehicle added to the report.

Chair Consentino informed Chief Cormier that the Police Explorers that are checking the parking on Main Street are marking some tires and not others. There are merchants that are parking on Main Street and still remain on Main Street. Chair Consentino stated there is an ordinance in place and is not being enforced. The other issue is a young man that has a motorized skateboard and he is skateboarding right on Main Street. He has come very close to knocking down an elderly woman on Main Street. Chair Consentino has reported this to the police and would like to know if they can take his skateboard away from him. Chief Cormier said the Explorers are aware of the ordinance and have stopped skateboarders and bicyclists on the sidewalks. Chief Cormier has talked to the Explorers Advisor and went over the ordinance and explained the issues they have been having on Main Street. Merchants and employees are to park in the designated parking areas with a permit, not on Main Street. Chief Cormier said the intent of the ordinance was to leave the spaces on Main Street for visitors and patrons.

**Town Admin. Joyce Fulweiler-Agenda items:** Joyce reported that last year the Lakes Region Planning Commission asked the Board to write a letter of support for the New Hampshire Regional Planning Commissions to get a HUD Sustainable Community Regional Planning Grant. Joyce said they did not succeed last year, but now they have moved up and are a higher priority so they are reapplying. They are now asking for another letter of support. Joyce presented a letter of support she prepared for the Board. The Board was in agreement and signed the letter.

Joyce informed the Board that Carmen Lorentz, Executive Dir., of the Belknap county Economic Development Council has sent her a draft letter to be sent to the Main Street businesses inviting them to participate in a revitalization planning process. Chair Consentino discussed the letter and said they need to let the merchants know that there is help and resources available to them. Also the merchants need to know what a Main Street revitalization plan is going to do for them, how will it bring them more business. Chair Consentino said the Selectmen would love to be involved in
some type of revitalization and they support it and there are help and resources for business new or old. The Board agrees the letter needs to be very specific to the merchants as to what this is going to do to help them and how you can improve their economic situation.

Joyce informed the Board that Allan Hartwell has been working very closely with his daughter Allison Hartwell and she will be taking over the Island concert series. Joyce is working on having the Selectmen meet with Allison. Joyce said they talked about the gazebo on the Island that Alan built as a memorial to his wife and has been maintaining it. Allison informed Joyce that she would definitely like to continue the concerts through its 20th year. It is now in its 19th year and Allison would then like to have it become a memorial for both her parents. The Board discussed the repairs that need to be taken care of on the gazebo and this needs to be brought to Allison’s attention.

Joyce presented the a draft letter to Transportation Commissioner to have someone from his office and Mark Morrell of District 3 meet with the Selectmen to go over the maintenance of the roads. The Board would like to know what their cutbacks on winter plowing and summer highway maintenance are. The Board is sending a letter protesting this. Joyce will check to see who the new Transportation Commissioner is to send the letter to and will also send a copy to State Representative Ray Burton.

Joyce informed the Board that Mr. Sullivan who owns the property next to Ernie’s on East Main Street said he has checked his property and has found all of his bounds and there appears to be a discrepancy where he feels he has an extra ten feet. Joyce said she has their deed description and the survey and would like to have someone go out to the property and find the bounds themselves. The Board discussed this and Chair Consentino suggests Mr. Sullivan obtain a land surveyor and mark the boundaries and prove to the town that he owns ten feet of the town’s property.

Joyce reminded the Board they are meeting with the Planning Board on Tuesday, August 9th, at 7:00PM, Monday, August 15th with the Conservation
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Commission at 7:00PM, Thursday, August 18<sup>th</sup>, Planning Board meeting, 6:30PM before the public hearing, Thursday August 18<sup>th</sup>, at 7:00PM.

Selectmen's public hearing, Thursday, September 1<sup>st</sup>, Selectmen's public hearing, 7:00PM.

Joyce reported on the Island budget expenses. She and the Finance Officer Tim Pearson and Parks Commissioner Chair Bob Hardy went over the expenses. Bob Hardy said to put money in the budget for more tree work for next year, and they got the revised 2011 budget figures from Bob. Selectman Dawson asked if they took out the exact amount that they budgeted and agreed with Belknap Landscaping to perform the services. Joyce explained the amount of the Parks Commission budget for the Island Park they originally budgeted $4,650.00. The Parks Commission has reduced that to $3,681.00. They are transferring $3,681.00 from the Parks maintenance budget into the Island line. In the Finance Officers report Tim reported that the budgeted amount for the island was moved from the Park Commission to the Island Maintenance line bringing the island budget to $3,682.00, along with all such expenditures for the year pertaining to the island. This was voted on by the Selectmen and Bob Hardy provided the amount to be moved from the Park Commission's budget. Selectman Dawson asked why money was moved from the Selectmen's budget without the Selectmen approving it. Chair Consentino said the money was moved prior to the Selectmen's approval and asked Joyce to inform the Finance Officer to move the money back until they approve it. Chair Consentino said there are to be no transfers, no changes to the Selectmen's budget from line item to line item unless it is approved by the Selectmen.

Joyce informed the Board she spoke with Deb Lewis at the Local Government Center regarding the request for a Vegan Barbecue at the Island open to the public. The question was when there is a private individual who is serving food and is advertising and is making the food to the general public whether or not they would need a certificate of insurance. In this instance the town is being exposed to risk as it is open to the public. Ms. Lewis said they always advise their members to get a certificate of insurance.
Reports from Selectmen: Selectman Jesseman asked the Board if they were ready to vote on joining the consortium as was discussed at last week's Selectmen's meeting. Selectman Jesseman made a motion that the Town of Tilton join the consortium in order to negotiate with Metrocast for a cable franchise for the Town of Tilton, seconded by Selectman Boudreau. Discussion: Selectman Dawson stated that she is not in favor for taxing residents that watch television. Selectman Jesseman said the user fee would be something the Selectmen would have to vote on as a Board completely separate from the motion to join the consortium. Selectman Jesseman said even though he is a member of the Board of Lakes Region Public Access T.V., he is not in favor of becoming a member of Lakes Region Public Access T.V., in order to broadcast our meetings. Selectman Jesseman said the Town is broadcasting our meetings now is much cheaper and superior. All were in favor of the motion with the exception of Chair Consentino who abstained.

At this time Selectman Dawson made a motion to appoint Selectman Jesseman as a member of the Consortium Board from Tilton, seconded by Selectman Boudreau. All were in favor with the exception of Selectman Jesseman abstains.

The Board will go over the Memorandum of Understanding next week and vote on it at that time.

Selectman Boudreau informed the Board that the Parks Commission met this week and have voted to continue with the walk through for Park use. They would like to have a week's notice for park reservations so the parks commissioners have enough time to schedule the walk through. Chair Consentino said if someone wants to reserve a park one or two days before the event and that date is available the Selectmen are willing to do the walk through.

Selectman Dawson reported that she did the walk through at Riverfront Park for a birthday party and did a complete walk through of the park. Selectman Dawson said she has a complete list of insufficiencies and sent it to the Parks Commissioners and they did discuss it at their meeting. Selectman Dawson said her conclusion as a Selectmen is they may have to go back to hiring summer help that worked with the public works department that assisted with mowing and park related work. One of the items is a walk way that is so uneven it is difficult to walk down and many areas that need
weeding. Selectman Boudreau stated that the Parks Commissioners are going to have a work day on August 14th to address a lot of these issues. Some of the issues need to be addressed by the Belknap Landscaping Company and Parks Commissioner Vicy Virgin will contact them.

Chair Consentino read a letter addressed to the Selectmen from a Belmont resident, John Koral. He is writing the Selectmen with a petition to consider placing a traffic light at the dangerous intersection on the corner of Silver Lake Road and Rte., 3 in Tilton. There are many times I have seen vehicles attempting to make left hand turns from Silver Lake Road onto Rte., 3 almost getting into accidents. Mr. Koral said he was almost hit recently because drivers on Rte., 3 do not adhere speed limits combined with blind spots affecting the drivers on Silver Lake Road. Mr. Koral said he has been driving for more than 45 years and considers himself a prudent driver and must confess that this intersection bothers him, not only for himself, but for the near collisions that he has witnessed. Sadly from his experience, a traffic light will not get approved until a tragedy happens and prays that it will not be in this case. He also understands that the Department of Transportation will need to be involved in a study, but hopes the Board of Selectmen will consider supporting this petition and hopes to hear back from the Board regarding this matter.

Selectman Jesseman said he has been approached by residents regarding this issue and agrees with Mr. Koral and would be supportive to get this on the list of improvements. Chair Consentino said she supports this petition and would like to have a letter sent to D.O.T., asking them to study this area once again. The Board is in agreement.

Chair Consentino discussed the air conditioning program for seniors. Right now there are no more a/c units. There are monies that have been donated to purchase some units but Lowe’s has been out of them. Northway Bank has donated $300.00 for an a/c unit and Winnisquam Marine has also donated $300.00 for an a/c unit. Chief Cormier said he does have one more unit and will check with Lowe’s to see when the rest of the units are coming in.

Chair Consentino asked the Board to consider discussing the proposal from John Bernard on the Grange. Chair Consentino feels this would be a good
thing for the seniors and given the circumstances it would also be a good thing for Mr. Bernard. The Board discussed Mr. Bernard’s easement proposal behind the Grange out building. The Board would like to hear from the Planning Board before they make a decision and will further discuss this next week.

At 9:50PM Chair Consentino made a motion to go into non public session as per RSA 91-A:3 regarding (e) consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the body or agency or any subdivision thereof, seconded by Selectman Plessner. Selectman Boudreau, yes, Selectman Dawson, yes, Selectman Jesseman, yes, Selectman Plessner, and Chair Consentino, yes.

At 10:55PM the Board resumed their regular meeting. Chair Consentino made a motion to seal the minutes of the non public session as they pertain to litigation until the matters have been resolved, seconded by Selectman Dawson. Selectman Plessner, yes, Selectman Boudreau, yes, Selectman Dawson, yes, Selectman Jesseman, yes, and Chair Consentino, yes.

Chair Consentino made a motion to adjourn the meeting at 11:00PM, seconded by Selectman Plessner. All were in favor,