Selectmen's meeting minutes of September 26, 2013.


Also present, Town Administrator Joyce Fulweiler, Administrative Assistant Catherine Woessner, and Finance Dir., Tim Pearson.

Chair Consentino called the meeting to order at 2:00PM.

TOWN ADMIN, JOYCE FULWEILER, BUDGET, ADMINISTRATION

Joyce reported she worked on level funding the budget. She said the biggest expense for 2014 is going to be the town wide revaluation. Under Town Hall Maintenance & Repairs, the new items Joyce put in for the Board’s consideration are the lift warranty and the preventative maintenance contract for Garaventa which expires at the end of this year. Joyce did contact them and asked for a new proposal but has not received it yet. The Board discussed the repair of the School St., sidewalk being in the administrative budget and agreed it should be in the Highway budget. Joyce informed the Board that the Police Station parking lot needs to be repaved. Joyce told Chief Cormier that she would discuss this when she presented her budget. Joyce said there is also a huge crack in the sidewalk going up the ramp and asked Dennis if he could fill this in with cold patch when they pave the parking lot. Dennis said he would take care of it.

Joyce informed the Board that also under Maint. & Repairs is money to have the carpeting replaced in the downstairs offices of town hall and tile work at the back entrance of town hall. Chair Consentino asked Joyce to work on obtaining estimates for carpeting and tile work and also estimates on the sidewalks.

Joyce talked to Chuck Mitchell, Chair of the Conservation Commission regarding the Commissions plans for the Ernie’s property.
Joyce asked them to contact the Board of Selectmen to schedule a time to meet with the Board to discuss their plans.
Sel. Jesseman asked why the expense for the postcards were not charged to the recycling line as it was a recycling expense. Sel. Jesseman explained that the recycling committee expected to have this come out of their budget and will have something in writing from the recycling committee.
Joyce said the amount probably has not been expensed from that line item yet.
Joyce presented the Parks budget for 2014 in the amount of $40,156.00. Joyce asked the Selectmen if they wanted to meet with the Parks Commissioners and Conservation to meet with them to go over their budgets or meet with them jointly with the budget committee. The Board agreed they will meet with them jointly with the budget committee.
Joyce reported she put in $2,000 for Island Park maintenance. Joyce will check with Northfield to see if they want to continue the maintenance on the Island with Tilton.
Sel. Jesseman questioned under the Parks budget there is nothing in there regarding Ernie’s site that will become a park area. Will this area be maintained by conservation commission funds, and if so is this included in the conservation commission budget. Sel. Dawson said it is up to the Conservation Commission as to whether or not they want the Parks Commissioners to take care of it or they will maintain it. The Board agreed they need to discuss this with Chuck Mitchell as to who is going to maintain Ernie’s site.
Joyce asked if under culture-Memorial Day they could budget $150 rather than the $200 they budget every year. Sel. Dawson said this expense is for the wreaths the town places every year and also the Legion places a wreath. The Board discussed how the town really needs to do something more for Memorial Day. Chair Consentino suggested the put more money in the Memorial Day budget rather than reducing it. Sel. Dawson would like to coordinate a celebration with the Legion for Memorial Day. The Board agreed to keep $200.00 in the budget.

Finance Director Tim Pearson presented a draft of the finance and IT budgets for their review.
Tim informed the Board that there are two new items; one is an Enforcement Case Management Solution and the other is a Reverse 911 Solution. Tim explained that they have an opportunity to be able to license the Everbridge Reverse 911 Solution and save $2,400.00.

The Case Management Solution is a web based system it takes and wraps around all of our assessing data, parcel, map & lot and address. It works in all sorts of information as to inspections, form letters that can be auto-generated along with scheduled re-inspection dates. Planning board plans can be included, permits and approvals. Tim said eventually we will have to have a more automated method of not only tracking but also ensuring that we are following a consistent process.

Tim presented a packet of information on the Everbridge product for the Board’s review. Everbridge is an industry-leading interactive communication and mass notification solutions provider that helps organizations in all major industries and government sectors save lives, manage critical activities and improve the efficiency of daily operations. This will allow any department to broadcast out to either a geographic area or specific people to either let them know there is a problem, alert them to road closing, robbery, or whatever the problem may be. This can be done by either text, voice mail, phone call, e-mail and will allow a myriad of contacts and will keep trying to contact for as many times as you tell it to. This can be used in the Senior Center for wellness checks or for the Police Department to alert residents to an emergency situation. Tim said he has it in the budget at $6,000 and feels that this a very quality company and a very good product. The town has an opportunity to license it this year for $3,500.00 and they will extend this to 2014 so they can start it in October and have the time to build the data base of contacts. Tim said this also allows people to set up their own profile on the town’s website. Chief Cormier feels that this is something that his department really needs. This can also be used to communicate internally to notify town employees that there is a problem somewhere. Sel. Dawson asked who in town hall will be responsible to update the information to go out. Tim said he would more than likely be the administrator for the
system, but there would be an organizational unit for the police, for public
works, and which ever groups that the town wants to allow to use.
Tim explained that he has $6,000 in the budget for this product which is
the annual license fee for the town. The opportunity the town has right now
is they have their quarter closing at the end of this month which is Monday.
Everbridge is willing to give the town a price of $3,600 between October 1,
2013 and December 31, 2014. This will give the departments a chance to
determine if this is something that is going to be a value to the town. Chief
Cormier said that just one safety incident and it will pay for itself.
The Board would like to be sure that the company would not be able to resell
any of the town’s information as part of the contract. Tim said he will
check into this. Sel. Jesseman made a motion to expend $3,600 and enter
into an agreement with Everbridge, subject to changes by the Selectmen, to
provide services to the Town of Tilton for a fifteen month period
commencing October 1, 2013, seconded by Sel. Plessner. All were in favor.

Tim informed the Board of Voice over IP for the entire town. This would be
contingent upon having fiber access. This would be a one consolidated phone
system where everyone is an extension, such as the Senior Center, Highway,
where there is an auto attendant, and call groups. Tim reported that they
are out of capacity for voicemail at the police department and they need to
do something in the next year. Tim is proposing to do this for the all
departments in town hall. We are currently paying $9,120 per year for all telephones. The new system would cost $2,400 per year which includes one
land line at each physical location. The potential savings are about $6,720
per year and at a cost of $19,000 to implement this system.

Under Tim’s reports he informed the Board the budget for the merit lines
needs to be transferred to the respective expenditure lines for salaries,
taxes and retirement. Tim asked the Board to review and approve the
transfer document so he can make the changes for September’s financial
summary reports next week.
Regarding the audit Tim has sent a draft of the 2012 audit to the Board via
email and pending any discussions he would like to have it reviewed and
approved no later than October 10th as the data is used for our MS-5.
Tim presented the MS-4 for the Board’s review and approval. Tim is recommending the Board sign it and informed the Board that it can be adjusted even when they are ready to set the tax rate.

At 4:00PM Chair Consentino made a motion to enter into non public session as per RSA 91-A: 3, legal matters, seconded by Sel. Plessner. A roll call vote was taken. All were in favor.

At 4:45PM the Board resumed their regular session. Sel. Jesseman made a motion to seal the minutes of the non public session regarding legal issues until the matters are resolved, seconded by Sel. Plessner. A roll call vote was taken. All were in favor.

Joyce presented a letter to NH Retirement to attest the town clerk/tax collector is an employee of the town. It is to be signed by the Chairman of the Board. Sel. Plessner made a motion to appoint Chair Consentino to sign the letter, seconded by Sel. Dawson. All were in favor.

Administrative Assistant Catherine Woessner presented a cleaning proposal from Dede’s Cleaning & Painting Service for cleaning the Town offices & Police Department for a monthly charge of $1,035.00 and continue cleaning the Tilton Senior Center at no charge. The Board discussed waiving the Selectmen’s policy of going out to bid when a proposal is over $500.00. The Board discussed that this proposal is the lowest compared to previous cleaning proposals and is an extension of what we already have.

After discussion, Sel. LaPlante made a motion to hire Dede’s Cleaning & Painting Service to clean the Town offices in the amount of $1,035 per month and the Tilton Senior Center at no charge and to waive the Selectmen’s policy of going out to bid for a proposal of more than $500.00, seconded by Sel. Plessner. All were in favor with the exception of Sel. Jesseman who objects to waiving the Selectmen’s policy.
Sel. Plessner made a motion to send Capital Cleaning, Inc. a thirty day notice as of today that their services will no longer be required for cleaning services at the Town Hall, Police Department and the Tilton Senior Center, seconded by Selectman Dawson. All were in favor with the exception of Sel. Jesseman who abstained.

At 5:33PM Chair Consentino made a motion to take a recess to honor Catherine Woessner, Administrative Assistant who has been with the town for 25 years.

At 6:00PM the Board resumed their regular session.

**Reports from Selectmen**

Sel. Jesseman reported on the UST fuel usage by the various jurisdictions that use the gas pumps. The actual usage for Tilton was considerably higher than we were billed for due to a problem with the pumping equipment. The problem has now been fixed all internal accounting equipment at the pumps have been replaced and new keys for the pumps have been replaced. 3,675.3 gallons of gas is unaccounted for. Their recommendation is to apportion it 20 percent to each municipality which will bring Tilton’s portion to $4,673.31 which includes a five cents surcharge per gallon of gasoline. Sel. Jesseman said there should be enough money in the police department budget as they use most of the gas. The Board discussed having Chief Cormier increase his fuel budget.

Sel. Jesseman informed the Board that the Metrocast Contract will be coming up sometime in November or December and asked the Board to review the contract.

Sel. Jesseman reported the Recycling Committee met and would like to have $1,000 in the 2014 budget. Chair Consentino asked to have a breakdown of what they are going to be using the money for. Sel. Jesseman said that the recycling committee has been discussing a different method of recycling collection.
Sel. Jesseman informed the Board that the trash bags the town has ordered from Waste Zero are smaller than the actual size ordered. The town has ordered two sizes, 15 gallon and 33 gallon. The bags we have are 23 1/2 x 27 1/2 and 32 1/16 x 33 5/8. They do not fit in a standard can of the type expected to hold them upon trying to fill them with a gallon measure, neither one held the amount advertised. Sel. Jesseman said he has also been receiving complaints from residents and has reported this to Sarah Bernier of Waste Zero.

Sel. Jesseman informed the Board that he and Joyce have appointed to the Fire Chief Search Committee. The committee had their first meeting last night and Jim Clement was appointed Chairman of the committee and Scott Davis is the Vice Chair. Other members appointed are Steven Bluhm, and Kevin LaChapelle.

Chair Consentino informed the Board that last week the metal cabinet that was on the stage in the upstairs meeting room was moved to the Senior Center. Joyce administers the distribution of surplus furniture, however it is being moved to another location and the assets have to be changed. Chair Consentino made a motion to move the metal cabinet that was located on the stage in the upstairs meeting room to the Senior Center, seconded by Sel. Plessner. All were in favor.

At 6:50PM Sel. LaPlante made a motion to adjourn the meeting, seconded by Sel. Plessner. All were in favor.