SELECTMEN’S MEETING MINUTES OF APRIL 10, 2014.


Also present: Town Administrator Joyce Fulweiler, and Administrative Assistant Catherine Woessner. Chief Cormier and Public Works Dir. Dennis Allen.

Chair Consentino called the meeting to order at 4:00PM.

Chair Consentino announced that the fourth year in a row a Tilton resident is a recipient of the Vaughn Award. It was awarded to Emily LaPlante. The Vaughn Award has been presented annually in New Hampshire since 1962. They were initiated in honor of Joseph D. Vaughn a legislature who advocated on behalf of seniors. The awards are presented each year to one individual or one couple from each county who are age 60 or over who have demonstrated outstanding leadership and volunteer services. This very well deserved award will be presented to Emily on Monday, May 5th at 1:00PM, Governor’s Council.

APPROVAL OF MINUTES OF APRIL 3, 2014  Sel. LaPlante made a motion to approve the minutes of April 3, 2014 as corrected, seconded by Chair Consentino. All were in favor.

PUBLIC WORKS DIR., DENNIS ALLEN presented the Street Sweeping bids for sweeping of winter sand on Town Roads:

- MIKE RABBITT ENTERPRISE LLC - $115.00 PER HOUR (NO TRAVEL TIME)
- RUEL SWEEPING SERVICE, LLC - $115.00 PER HOUR (NO TRAVEL TIME)
- AVERY"S SWEEPING LLC - $130.00 PER HOUR THERE WILL BE A TRAVEL CHARGE.
Street Sweeping bids.

Dennis presented a Patrol Sweeping Contract from Mike Rabbitt Enterprise who for the last five years has done Main Street sweeping. This is done one day per week and starts at 4:00 am. The price increased from last year from $135.00 to $155.00 per sweep. He starts Main Street Sweeping from July 1st, to October 31st. The Budget Committee suggested possibly having this done twice a month rather than 4 times per month. That would cut down the number of weeks he would be sweeping and a saving to the town. Dennis would suggest trying the sweeping every other week for a month to see how it looks. If they can get by with twice per month sweeping they will continue, if not Dennis can have them come back on a weekly basis. Dennis said the sweeping starts from the Railroad tracks by Cumberland to the top of Winter Street.

Sel. Dawson asked why they only sweep the downtown streets and not for any other business in town. Dennis said he sweeps the roads in the Village area once a year. Autumn Drive is done if needed, the Lochmere Store, Rte., 3 in Lochmere which includes sweeping the sidewalks up to the Winnisquam Market. Also included in Lochmere is Hill Rd., Chapman, Church St., and Brook Rd. Dennis said they sweep all of the plowed roads.

Dennis suggests they award the bid for the 2014 Patrol Sweeping (Main Street) Mike Rabbitt Enterprise LLC. After discussion Sel. Dawson asked Dennis if he could check with Ruel Sweeping Services who bid on the Road Sweeping to see if he could do the Main Street Sweeping. His price is the same as Mike Rabbitt, $115.00 per hour. Dennis said he will call Alan Ruel to see if he would be interested in sweeping Main Street and have the information for the Board next week.

After further discussion, Sel. Jesseman made a motion to award the 2014 Sweeping Contract to Mike Rabbitt Enterprise LLC., for the machine sweeping of the town paved roads at a rate of $115.00 per hour, seconded by Sel. LaPlante. All were in favor with the exception of Sel. Dawson who opposed.
Sel. Scanlon reported that there is a lot of sand on Main Street from the Railroad tracks going up to East Main Street and also the storm drains have been backing up in that area. The storm drains are NH DOT not the towns. Chair Consentino suggested they have Joyce send a letter to District 3, Mark Morrill and a copy to Concord District 3. Also send a copy to our State Representatives, Dennis Fields, and Ian Raymond. Sel. Scanlon will send Joyce a picture of the storm drain backing up to include in the letter.

Dennis reported he is in the process of obtaining prices for a new backhoe. He has contacted Caterpillar, John Deere, and J.B.C. Companies. John Deere will let them try out the 410 backhoe until Wednesday. Dennis said once he has the information on all of the companies he will present it to the Board.

Dennis informed the Board of his Road Projects for 2014. They are; Academy St., Spruce St., and Ash Streets. Dennis has given the proposals for the reclaiming and paving to the Sewer Commission and the T- N Aqueduct Co., and Liberty Utilities (gas co.), and asked if they have any work that needs to be done on the streets the highway dept., will be working on to provide to him in writing the proposed scope of work and length of time to complete the work. Dennis asked them to respond by the end of March. Dennis has heard back from the Water Co., but has not heard back from the Sewer Commission or Liberty Utilities. The Water Co., has sent Dennis a scope of work of what they want to do and how long it will take. Dennis reported that they will be turning the water on at Riverfront Park on April 23, 2014 and also open the rest rooms.

Dennis announced the Annual Spring Clean-up is April 30\textsuperscript{th}, May 1\textsuperscript{st}, May 2, from 9:00AM to 3:30pm, and Saturday May 3, from 8:30am to 4:00pm. Sel. Dawson asked Dennis to explain to the Board why they do not take electronic equipment and propane tanks during spring clean-up but do take them for a fee before and after. Dennis explained the main reason they do not take those items for spring clean-up is because they have to store them. Dennis said that last year they had 22 of the 4 x 4 boxes to store those items just for fall clean-up. Dennis feels he would be taking in the same amount for spring clean-up for amnesty. Chair Consentino asked how much extra they would have to pay for the trucking if they do it in the spring as
well as the fall. Dennis said he will have that information for the Board next week.

**Loren Martin, Assessor Avitar Associates and Lionel MacEachern, Department of Revenue.**

Loren presented the Board with a Sales Analysis Report. Looking at the most recent sales transactions to see how we were before they started the update. There were only nine sales since October 2013 that indicated that indicated we were about 106.7% of market value. Residential property as a whole stayed largely the same or declined slightly. They saw a decline in mobile homes and multi-family properties. Commercial property has stayed the same and Waterfront value is down. Loren said she is not done with the update but at about 99%. She still has commercial to update and also Tilton Prep School properties. Notices are going to be sent out the first week of May which would start the process for people to call and set up an appointment to discuss their value through the informal hearing process. Loren will send a copy of the letter to the Board before the letters to out.

**Mr. MacEachern with the Community & Property Division of the Department of Revenue informed the Board of the monitoring process they do through out all of the communities in the State. One of the things they do would be to take a sample of the sales that Loren has looked at to determine the revalues. They go out and measure properties and if the property owner is home they do ask if they can check inside. They are basically auditing the data to make sure what Loren is using to generate values is reasonably accurate. Before Lionel goes out to the properties they usually send a post card so the property owner knows they are coming and does give them the option of calling him to say they would rather not have them go to their house. Upon completion a report is sent to Loren and then the DRA will send a final report to the Board of Selectmen.**

At 5:45PM Chair Consentino made a motion to enter into non public session as per RSA 91-A:3, legal matters, seconded by Sel. LaPlante. A roll call vote was taken. All were in favor.
At 6:20PM The Board resumed their regular session.

Sel. Jesseman made a motion to seal the minutes of the non public session as they pertain to legal matters, until the matters have been resolved, and personnel matters, permanently, seconded by Sel. Dawson. A roll call vote was taken. All were in favor.

Present at the Public Hearings: Donna Lane, CDBG Consultant, Jeanee Wright, ROC-NH-NH, from Windy Hill, Rita Bell, Rebecca Benoit, Barbara Weese, and Michael Benoit. Public, Jane Alden

Informational packets were available for the public.

At 6:23PM Chair Consentino announced the opening of the two consecutive Public Hearings on Thursday, April 10th, 2014 at the Tilton Town Hall, 257 Main Street, Tilton, NH. Community Development Block Grant funds are available to municipalities through the NH Community Development Finance Authority. Up to $500,000 annually is available for economic development projects, up to $500,000 for public facility and housing projects, and up to $350 for emergency activities that directly benefit low and moderate income persons. Up to $112,000 per study is available for Planning Grants. The purpose of the hearings is to receive public comment on the following.

1. A proposed Community Development block Grant application to the Community Development Finance Authority for up to $12,000 in Community Development Block Grant Planning Grant funds. The funds will finance an engineer study of the infrastructure of the Windy Hill Cooperative, a 48 unit manufactured housing park located at 45 Lancaster Hill Road. The majority of the residences are low and moderate income households.

2. And the Residential Antidisplacement and Relocation Assistance Plan.

Donna Lane, CDBG Consultant added this project conforms with Tilton’s Housing and Community Development Plan’s Goals of: Encourage a varied stock of safe, sanitary, decent and affordable housing for persons of all age and income groups, which is a short-term and long-term goal; and Encourage
Municipal and private water and wastewater systems that are safe, sanitary and that meet DES regulations, short-term and long-term goal.

Chair Consentino asked for Public Comment, being none, Chair Consentino closed the first public hearing.

Chair Consentino opened the second public hearing.

Donna Lane explained that the second public hearing is the Residential Antidisplacement and Relocation Assistance Plan No changes have been made since the Plan’s last adoption in 2013. They are not displacing anyone but have to adopt the Residential Antidisplacement Plan every time they ask for a CDBG Fund.

If they undertake our CDBG project this plan describes measures that would need to be followed if a business or household were displaced by this project. This project is only a study; this project does not involve any displacement or relocation of persons (or businesses). If the Town were to undertake a CDBG project which involved displacement or relocation they would follow this plan. The plan outlines the measures they would take to find comparable, suitable housing for persons (or businesses).

Chair Consentino asked the public if there were any questions regarding Antidisplacement, being none; Chair Consentino closed the second public hearing.

Sel. Dawson made a motion to adopt the Residential Antidisplacement and Relocation Assistance Plan, seconded by Sel. LaPlante. All were in favor.

Sel. Dawson made a motion to vote to approve the submittal of the application and vote to authorize the Chairman of the Board of Selectmen to sign and submit the application, and upon approval of the CDBG application, authorize the Chairman of the Board of Selectmen to execute any documents which may be necessary to effectuate the CDBG contract, seconded, Sel. LaPlante. All were in favor with the exception of Chair Consentino who abstained.
At 6:32PM Chair Consentino closed the Public Hearing, seconded by Sel. Jesseman. All were in favor.


- Irwin's $24,410.00 (without the spotlight)
- Autoserv $24,638.00 (Includes the spotlight
- Grappone $24,443.00 (State Bid did not include the spotlight).

The spotlight sold separately is $395.00.

Chair Consentino said they cannot award the bid and expend any monies until they have the public hearing which is April 24th at 6:00PM.
Chief Cormier will have additional information on the bids for next weeks meeting.

Chief Cormier reported that the auto-attendant is now up and running and is working well.

On Saturday April 19th the police department has a Pet Expo at the old Agway Bldg.
On Saturday, May 31st is the Walk for Alzheimer's.

Chief Cormier presented the Board with a packet of information of all of the training programs the police officers can attend and the schedule of events.
Chief Cormier tries to schedule as many of the training programs in Tilton as it saves on driving expenses, registration fees if they host it.
Chief Cormier said the training definitely pays off and he tries to do it as cost effectively as possible.

Chief Cormier reported that the T-N Fire Department offered to train the police officers in CPR as there were some officers who did not have this training. It is not mandatory for police officers to have CPR training in New Hampshire.

Chair Consentino asked if it was a mandatory yearly requirement for training in sexual harassment or any type of harassment or bullying in the workplace. Joyce said it is not mandatory but our insurance company would make it mandatory if there was a claim or judgment against the town. Joyce did speak with Property Liability Trust and they will come in and do training for
Chief Cormier reported that he spoke with Kevin Flanagan with Property Liability and he will do all three shifts at the police department. Joyce said she has been coordinating this with Ron O'Keefe of Property Liability and he has been waiting to hear back from Joyce. Ron wanted to come in and talk to the Board first to see if there was anything specific they wanted included in the program. Joyce will contact Ron tomorrow to set up a schedule.

Town Administrator Agenda Items, Job descriptions: for the IT job description Tim suggested that on the first page under Supervision Exercised, add a paragraph: “With the approval of the department head, works with identified department personnel to delegate appropriate items to be handled within the department and without the direct involvement of the IT director.” After discussion Chair Consentino made a motion to approve the Information Technology Director Job Description, seconded by Sel. LaPlante. All were in favor.

Police Department Job descriptions for the Board’s review and approval, Administrative Assistant, Communications Specialist. The Board will review the job descriptions at next week’s Selectmen’s meeting. Health Officer’s job description: Sel. Dawson said she has made some changes to the Health Officer’s job description and will have it ready for next weeks meeting.

Joyce informed the Board that Tim has reviewed the Professional Services Agreement for Donna Lane for the Gaslight Village Project and said it looked fine. The Board signed the agreement.

Joyce informed the Board of the new members of the Trustee of the Trust Funds; Kathi Mitchell, Janice Boudreau, and Marie Mahoney. Joyce and Tim met with Katina Lemay who is the out going Chair of the Trustee of the Trust Funds met with Kathi and Marie. One of the issues that came up and they made the Trustees aware of is that the Cemetery Association over the
past ten years is that their interest earnings has declined by half. They rely on their interest earnings to pay their expenses and if they cannot generate a certain amount of income they will not be able to continue maintaining the cemetery. Joyce has asked for the Articles of Corporation and by-laws and who their Board of Directors are and what they are operating under. Joyce has sent copies to Loren Martin, Avitar, Cindy and a copy for the Selectmen, a copy in the property record card and a copy to the Trustees. Joyce said the Trustees will get in touch with Charter Trust to set up a meeting with them. Both Northfield and Tilton contribute $4,200 per year for the care of the cemetery.

Dennis is working on what the cost would be for the town to maintain the cemetery.

Joyce spoke to Mr. Branch who lives on Hill Road and he would like to have the sand swept up sooner. Joyce let him know that the Board would be reviewing the bids this evening. Dennis is aware that Mr. Branch would like to be first on the list. Mr. Branch also informed Joyce of excessive speeding on Hill Rd., and that includes school buses. Chief Cormier said he will put the speed trailer on Hill Road. Chief Cormier will check to see if the speed limit is posted on Hill Road.

Chair Consentino reported she spoke with Mike Robinson and with Chief Sitar and Mike is willing to be appointed as Fire Warden until Chief Sitar becomes more familiar with the area. Chief Sitar will become the deputy Fire Warden.

Chair Consentino made a motion to appoint Mike Robinson as Forest Fire Warden and Chief Sitar as Deputy Fire Warden, seconded by Sel. Jesseman. All were in favor.

Joyce reported that at the Northfield Town Meeting Northfield had to have a warrant article to pay for the bridge and the trail project because of the cost over run. The Northfield voters adopted it but they amended it saying that before they would sign it that the Trails Association had to put up the 20 percent match now for the total project. The Trails Association does not have the total match yet; they are still short $80,000 because the cost of the Bridge was a lot higher than was expected. They received permission
from the Department Transportation to go forward with the project but delay the actual bridge construction portion of it. They will keep the grant open and set that money aside until they collect the rest of their 20 percent. A check for the $98,520 match needed to do just the trail option was given to Northfield to assure that no town money would be expended in completing this phase of the project. The Northfield Selectmen also signed the paper work authorizing the construction engineering detail and permit work to begin. This also triggers the beginning of the draw down of the federal grant dollars of $394,081 through the state of NH Dept., of Transportation. This also triggers the beginning of the draw down of the federal grant dollars of $394,081 through the state of NH Dept., of Transportation.

Joyce spoke with Rip Patten and told him that they do not have to worry about the bridge landing right now and that it is not going to be on the Ernie’s piece of property. Rip said they are ready to go May 1st and the state just approved their last scope of work. The Tilton Board of Selectmen said at one of their last meetings that they would go along with whatever The Conservation Commission wanted done. It is really up to the Conservation Commission and WRTA to sit down with Rip to say exactly what you want because in May he can start doing the rest of the landscaping. The Board discussed meeting with Rip Patten and the Conservation Commission to discuss the plans for the park. Joyce will check with the Conservation to see when they will be meeting.

Joyce asked who she is to notify regarding hazardous trees on Silver Lake Rd. Sel. Dawson said she will check into this and let Joyce know so a letter can be sent to the owner informing them of the hazardous situation.

Chair Consentino asked Joyce when they will have the auction for 16 Prospect Street. Joyce said they will do it in May.

Chair Consentino informed the Board they received a letter from the manager of an apartment building on Main Street that rents to mostly seniors who are either on welfare or a fixed income. The landlord would like to know if they could get a discount on the purchase of trash bags. After the Board discussed this their recommendation is to have them contact the
Welfare Director Heather Thibodeau to fill out an application for assistance. Each resident would have to make an appointment to see Selectmen's meeting minutes of 4/10/14.

Heather and she would make the determination of whether or not they would qualify for assistance for the purchase of trash bags. A letter will be sent to the Manager informing her of the process that each individual resident has to follow. Also discussed was whether or not the residents are recycling which would reduce their trash and they would not need as many trash bags. Sel. Jesseman who is on the Recycling Committee has offered to give them information on recycling. Recycling information is on the town's web site. Sel. Jesseman informed the Board that the Recycling Committee will be meeting on Tuesday, April 22, at 9:00AM at Town Hall. The committee will have a new updated calendar and a list of what is and what is not recyclable. Copies will be available at the Town Clerk's counter.

Chair Consentino attended the Fire Commissioners meeting last night and one of the things discussed was the excess surplus old equipment that they are donating to the auxiliary and would like to take the items to the town wide yard sale to benefit the auxiliary. They are asking to have the five dollar fee waived for the event. Sel. Jesseman said the recycling committee is an advisory committee to the Board of Selectmen and the Selectmen have the authority to waive the fee. Sel. Jesseman made a motion to waive the five dollar fee for the yard sale, seconded by Sel. Dawson. All were in favor.

Reports from Selectmen:

Sel. Jesseman informed the Board that here is a copy of the Co-op documents that will be voted on next Thursday. The one line item that is contentious is the supplemental health insurance for two employees who have worked more than 20 years with the Co-op. The money was originally funded in 2009 and right now there is approximately $70,000 in that fund for this purpose. They are saying that they should retain $166,000 because of the Affordable Care Act. Sel. Jesseman or Dennis Allen will be attending this meeting next Thursday and will need to know how the Selectmen are going to vote on this; to continue to fund the supplemental insurance for the two long term employees who will be retiring, or not. The consensus of the Board
is to vote yes for the supplemental insurance for the two retiring employees from the Co-op.

Selectmen's meeting minutes of 4/10/14

Sel. LaPlante reported he has submitted his Code Enforcement report to the Board.

Sel. Scanlon reported that at the Budget Committee’s meeting last night they have elected Wayne Brock as the Chairman and elected Jane Alden as Vice Chairman. The Budget Committee will be meeting at the Police Department in May and in June they will be meeting at the Public Works Department. The Budget Committee will not be meeting during the month of July.

At 8:45PM Chair Consentino made a motion to enter into non public session as per RSA 91-A:3, personnel, seconded by Sel. LaPlante. A roll call vote was taken. All were in favor.

At 8:50PM the Board resumed their regular session.

Sel. Jesseman made a motion to seal the minutes of the non public session as they pertain to personnel permanently, seconded by Sel. Dawson.

At 8:53PM Sel. Jesseman made a motion to adjourn the meeting, seconded by Sel. Dawson. All were in favor.