SELECTMEN'S MEETING MINUTES OF APRIL 24, 2014.


Also present, Town Administrator Joyce Fulweiler, Administrative Assistant Catherine Woessner and Chief Cormier.
Public: Jane Alden

Chair Consentino called the meeting to order at 4:35PM.

APPROVAL OF MINUTES OF APRIL 10, 2014:

Chair Consentino made a motion to approve the minutes of April 10, 2014 as corrected, seconded by Sel. Scanlon. All were in favor.

APPROVAL OF MINUTES OF APRIL 17, 2014:

Sel. Jesseman made a motion to approve the minutes as corrected, seconded by Sel. LaPlante. All were in favor.

Reports from Selectmen:

Sel. Scanlon reported the Conservation Commission met Monday evening and went over some ideas and plans to finalize the work at Salmon Run, the park and the direction of the path going through there. The Commission is looking for volunteers for help in getting rocks to place along the road to keep people from using the area for parking. The State right of way is 8 1/2 feet from the edge of the road back. The Commissioners discussed having the rocks 9 or 10 feet back from the road but are concerned that people will then start parking along the road. Sel. Dawson said the State does not usually mind if something is in their right of way temporally and can be removed if there is an issue. This will help keep people from parking along the roadside. The Commissioner also discussed where they are going to have...
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the trail cut across the street so it is in a good line of site. DOT did not want to make it an official road crossing but they are working on a plan so people do not walk across the street to close to the curve by the river.

Sel. Dawson reported the Landscaper the Parks Commissioners have hired has started work at Riverfront Park and in just one day of work the park is looking great.

Chair Consentino informed the Board she has talked with Mr. Littlefield with the Community Action Program who they have been trying to schedule to meet with the Board to discuss the Homeless Advocate but had to cancel because of scheduling issues. Mr. Littlefield can be available either May 1st, 2nd, 6th and 7th. The Board agreed Thursday, May 1st at 4:30PM. The Tilton School, seniors helping senior’s week is May 3, between 9:00AM and Noon. Chair Consentino has given them a list of seniors that need their lawns raked and cleaned up.

Sel. Jesseman reported he attended the Joint Board of the Concord Regional Solid Waste/Resource Recovery Cooperative meeting last week and everyone was in agreement with the separation of Phase I and Phase II communities. All the items passed unanimously but the insurance for two retiring employees was contentious and even though it passed in favor, there was a split in the vote.

Public Input; Jane Alden, Chair of the Planning Board would like to address the Board regarding a procedure for processing a notice of intent to cut. This came about regarding a request for an intent to cut on School Street. This was signed off by the Board of Selectmen and a copy sent to the State of NH. Several residents of School Street have either called the Town Hall or came in to question the timber cut and the heavy equipment coming in. The Planning Board met last Tuesday and at that time there were some things regarding the timber cut that were brought to their attention and they had to take some action. As a result of this action it was obvious that there was a loop hole somewhere in the process.
Ms. Alden read the proposed draft procedure for processing a Notice of Intent to cut; the following procedure is proposed for the convenience of a landowner or timber harvester filing a Notice of Intent to Cut. It represents a service above and beyond any legal requirement bestowed upon the Town and has been proposed to assist the landowner/contractor in maintaining compliance with the laws and regulations with which he or she must follow:

*When a Notice of Intent to Cut (Notice) is submitted to the Town Office, copies of the notice will be distributed (through email or other means) to: Town Administrator, Code Enforcement Officer, Land Use Coordinator, Conservation Commission Chairman, Conservation Commission Secretary, and Planning Board Chairman. Upon receipt of the Notice, the Land Use Coordinator and Code Enforcement Officer will conduct research as necessary, through site visits, correspondence with other departments and/or agencies, or other means. Said research will be for the purpose of identifying and communicating all Town requirements associated with the project. Finding of said research will be submitted to the Assistant to the Select Board, the Town Administrator and, if relevant, to the Planning Board Chairman and Conservation Commission. Because the Select Board has a time limit of thirty days to sign and number a Notice, the Assistant to the Select Board will coordinate the process of compiling the findings of the Code Enforcement Officer and/or Land Use Coordinator. In cases where no comment has been submitted prior to the last meeting at which the Select Board must sign the intent to cut the Assistant to the Select Board will notify the submitter of the Notice that the Towns sign off Shall not serve as acknowledgement that all Town regulations have been met. In particular, the applicant should be advised that the requirements of Town Zoning, Article 14 must be met and that it may be necessary to obtain a conditional use permit from the Planning Board.

Ms. Alden said research needs to be done to see if wetlands are involved when Intent to Cut Form is filled out. The logger needs to know he may have to fill out a Conditional Use Permit. The logger on School Street did not know this. He will be crossing over wetlands with heavy equipment and will have to fill out the Conditional Use Form. The Intent to Cut Form comes from the State, Department of Revenue Administration. Tilton has their
own Wetlands Ordinance. The Planning Board is doing all they can do to expedite this project so as not to hold up the logging process. Ms. Alden asked to have this procedure posted on the town's website. After further discussion Sel. Dawson made a motion to accept the Draft Procedure for Processing a Notice of Intent to Cut with the corrections suggested by the Selectmen to be handed out with an Intent to Cut Form, seconded by Sel. LaPlante. All were in favor.

On a personal note, Ms. Alden informed the Board that the Planning Board is very pleased with the job Dari is doing in the land use office and would like to recommend the Board consider compensating him for his performance. Chair Consentino informed Ms. Alden that she can put this in writing to the Board of Selectmen and as this is a personnel matter it would be discussed in a non public session.

**Town Administrator Agenda Items:** Joyce informed the Board that they have received their copy of the fully executed Gaslight Village Cooperative Infrastructure Improvements to the CDBG Grant. The Board already signed the Consultant Contract for this last week and were waiting for the Subrecipiant Agreement that their Board of Directors are going to sign. Joyce said she does have a copy of that signed agreement. Tim has already reviewed the contract and there were just a few minor corrections.

Joyce discussed the letter from Johanna Ames, Sewer Department regarding the ESRI-ArcMapsoftware. The program the Department of Revenue presented to the Board a while back was the Mosaic Program. Joyce said she will contact Steve Hamilton to find out what is going on with the program and if the could show us a demonstration.

Sel. Jesseman informed Joyce that the resident that owns the property that has the tree branches hanging over into the road is Mr. Sanborn.

Sel. Dawson asked if Dennis has the information regarding the extra cost for trucking if the highway department collected a large amount of electronic devices next week during amnesty week. Sel. Dawson said the problem with Dennis collecting electronics during amnesty week is that
Dennis was concerned with getting a large number of them and would not have the room to store all of them and would have to have them trucked. Without this information the Board cannot make a decision as to allow electronics to be collected during amnesty week which is what the week was designed for.

After further discussion Sel. Jesseman made a motion to accept TV’s and Computers in the spring, seconded by Sel. Dawson. All were in favor with the exception of Chair Consentino and Sel. Jesseman who opposed. Motion passes.

Chair Consentino stated that the Board asked Dennis about taking the TV’s and Computers when he met with the Selectmen a couple of weeks ago and Dennis said he did not recommend it and now the Board is going against his recommendation.

Joyce discussed the letter that Loren had e-mailed the Board earlier this week regarding the assessment values. Before she mails them out on Monday she would like to know if the Board had any questions or makes any changes. Sel. Dawson asked what year Avitar will be doing the town wide assessment and she believes at that time they will be visiting all properties. Joyce said that they do 25% of the town each year and in the fifth year they update the values. Right now Avitar is doing an update, they are not doing an inside inspection of every property.

Joyce informed the Board that Rip Patten will be meeting with the Conservation Commission and the members of the Trails Association on May 15, at 1:00PM. They will be meeting on the site first and then will come back to the town hall to resume their meeting.

Joyce presented the revised Health Officer’s job description for their approval. After the Board reviewed it, Chair Consentino made a motion to accept the Health Officer’s Job Description, seconded by Sel. LaPlante. All were in favor with the exception of Sel. Dawson who abstained.

The Board will review the PD job descriptions for Administrative Assistant and Communications Specialist next week.
At 6:00PM Chair Consentino opened the Public Hearing for the Cable Franchise Agreement. The purpose of today’s hearing is to receive the public’s input on the renewed proposal for a cable television franchise agreement with the cable operator in our community, Metrocast. The Board of Selectmen is the Franchise authority under New Hampshire Law. Our Municipality joined with eleven others in the Lakes Region to form the Lakes Region Cable Television Consortium in order to negotiate with Metrocast as a group. This increases the bargaining power of any individual municipality and resulted in the stronger agreement for our residents. We engaged in a process to determine whether Metrocast has complied with the provisions of the current Cable Television Franchise Agreement. We have also ascertained the future cable related needs in the interest of the community to inform our negotiations of a renewal franchise with Metrocast. The Proposed Cable TV Franchise Renewal Agreement that is the subject of this hearing is the product of that work. The public has been invited to attend this hearing through the public notice which was posted two weeks ago before the hearing. The Proposed Renewal Agreement has been available during the time for public review. Any resident or representative of local organization who wishes to speak will have that opportunity tonight. Please note that some topics are not included in the proposed Cable TV Franchise Renewal Agreement such as cable rates and channel selection as the Town does not have jurisdiction over those items.

At this time Sel. Jesseman asked if there were any questions from the public.

Town Administrator Joyce Fulweiler questioned on page 9, section 2.5 they still have language in there regarding a 3% franchise fee even though it says that we do not have to have one. Sel. Jesseman said this is an error because we do not have a franchise fee and have never voted to collect one. The language will be removed from the agreement. Sel. Jesseman said that it was his understanding that Exhibit C on page 46 was going to have the police department and town hall included regarding the $10,000 I-Net. The Board agreed to wait until next week to sign the document as it is incomplete.
Chair Consentino asked if there were any more questions from the public, being none Chair Consentino closed the public hearing on Cable Franchise Agreement at 6:14PM.

At 6:15PM Chair Consentino opened the Public Hearing for the purchase of a Police Cruiser which is over $500 and utilizing half the funds the Detail Fund and half in the budget as proposed and approved at town meeting.

Chair Consentino asked if there were any questions from the public at this time, being none Chair Consentino will keep the public hearing open at this time.

Joyce informed the Board of a letter they received from Attorney Zimmerman regarding a resident that has an issue with flooding from Packer Brook. Joyce spoke to Dennis regarding this issue and he said he was not aware of any flooding. Sel. Dawson said that the town does not own the brook and it is under the jurisdiction of the Department of Environmental Services. It the town wanted to dredge the brook they would have to get permission from D.E.S to do so. The Town's responsibility is to maintain the town culverts to be sure they are free and clear. After further discussion the Board agreed to send a letter to D.E.S, informing them the town has not caused the flooding of packer brook and is not going to take responsibility for dredging the brook. The Board was in agreement except for Sel. Jesseman who said he will reserve judgment but would not be in favor at this time without further information. Copies of correspondence from Attorney Zimmerman will also be sent to DES. A copy of the letter to DES will be sent to Attorney Zimmerman and Mr. Phillips.

Chair Consentino asked to have two memos sent out to town employees. It has been brought to her attention that not all employees are submitting their time sheets in a timely fashion and does not feel it is up to our staff to remind them their time sheets are due. A memo should go out stating that all time sheets are due in the Town O-office on Monday by 10:00AM. The other issue is town employees that are parking on the side of town hall (School Street). These parking spaces are for residents to do
business in town hall. The exception is if an employee was dropping something off or loading items in their vehicle. This also includes attending meetings at town hall during regular business hours. The Board is in agreement. Joyce will send out the memos to all employees.

*Chief Cormier reported* that the third harassment class is tonight at the police station and the last one will be at 9:00AM tomorrow at the Pd. Tuesday, May 27 is the Annual Torch Run for Special Olympics. Saturday, May 31, is the Run/Walk race for Alzheimer’s.

Chief Cormier informed the Board that the police department would like to start to fund raise again for a canine for Tilton. There is still a grant available for a working dog that covers the dog, so it is basically all the accessories that go with it. At some point they would like to meet with the Selectmen to further discuss this.

At 6:50PM Chair Consentino closed the public hearing as there was no one from the public.

*Chief Cormier* presented three bids for the police cruiser:

- Autoserv - $24,638 this includes spotlights
- Grappone, State bid - $24,443 spotlights not included
- Irwin - $24,410 spotlights not included.

Chief Cormier said the warranties are priced separately and are offered for five or six year. In 2014 a 60 month, 100,000 mile warranty. This was the reason they purchase the extended warranties on the vehicles. After discussion Chair Consentino asked Captain Martin to look into the coverage for this warranty and other warranties and report back to the Board next week.

Sel. Scanlon asked if they have resolved the issue of being charged $29.00 when there is a check engine light on the cruiser. Captain Martin said there is some discrepancy as to whether or not checking the code is covered under the warranty. Also why are they being charged $49.99 for inspections when they are supposed to be charged $19.99 for inspections. Sel. Scanlon
would like to have this resolved. Chief Cormier said he will check this with Autoserv and report back to the Board.

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Chair Consentino said they are not ready to make a decision on the cruiser tonight and have some research to do on the service and warranties.

At 7:05PM Chair Consentino made a motion to enter into non public session as per RSA 91-A:3, regarding legal and personnel, seconded by Sel. LaPlante. A roll call vote was taken. All were in favor.

At 7:25PM the Board resumed their regular session. At this time Sel. Jesseman made a motion to seal the minutes of the non public session permanently as they pertain to personnel, seconded by Sel. LaPlante. A roll call vote was taken. All were in favor.

At 7:30PM Sel. LaPlante made a motion to adjourn, seconded by Sel. Jesseman. All were in favor.