SELECTMEN'S MEETING MINUTES OF MAY 1, 2014.


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

Chair Consentino called the meeting to order at 4:03PM.

Reports from Selectmen:

Chair Consentino announced that on Monday, May 5, 2014 Emily LaPlante receives the Vaughn Award from the Governor in Concord at the Executive Council Room at 1:00pm.

Sel. Dawson informed the Board that the New Hampshire Department of Transportation Commissioner Chris Clement is going to be touring through Tilton looking at roads. Joe Kenney from the Governor's Council will be bringing the DOT Commissioner on May 6th to see road issues in each town. Tilton will be one of the first on the list. Judy Tilton spoke to him about the top four roads.

Sel. Dawson suggested the Selectmen send a letter to the Belknap Commissioners letting them know that they support them. The Board discussed how the Delegation and not the Commissioners who cut the raises for the Belknap Nursing Home Employees, an increase of 1.6%.

Sel. Dawson attended the Recycling Committee meeting last week and offered some suggestions as to how they can proceed. One of the questions was, what is their purpose and where do they go from here. Recycling is going well and is good for another year, what do they do now? The members would like to continue meeting and one of the questions asked by Sel. Dawson was should the Recycling Committee remain an Advisory Committee to the
Board or Selectmen or since they have completed their charge and did it very well should they now just be a committee on their own. This would be a town committee without having to go the Selectmen for direction or suggestions. There was also discussion regarding a Green Committee, environmental issues and developing sustainable solutions to environmental needs, and also education. Also littering is a big problem. Sel. Dawson told the committee she would bring this information to the Selectmen and they can discuss it and decide what to do.

Chair Consentino said this really combines the Recycling and the Energy Committee. Sel. Jesseman thinks this is a good idea as right now he is the only member of the Energy Committee. If the Recycling Committee is willing to be involved in this as well it might be the perfect segue for recycling as a start. Energy is not only a cost issue but an environmental issue as well. Chair Consentino said she would like to see the Recycling Committee stay intact even it is for another year and they focus on education. Chair Consentino would also love to see them combine the energy committee and recycling if they are willing to take on this addition. Chair Consentino would also like to see more in educating residents in recycling, not everyone is sure exactly what is recyclable.

Sel. Dawson made a motion to no longer require the Recycling Committee to be an Advisory Board to the Board of Selectmen and allowing them to be a self sufficient town committee, seconded by Sel. LaPlante.

Discussion: Chair Consentino asked if they would be more beneficial as an advisory to the Selectmen could they get more done that way rather than just being a town committee. Sel. Dawson said what they are trying to do is eliminate the responsibility they feel of having to constantly report back to the Selectmen their activities. If they come with an idea they have to report to the Selectmen before they can act on it. Sel. Dawson suggested they inform the Recycling Committee that before they release them from being an Advisory Board to the Selectmen is ask them to create a Mission Statement that would tell the Board what their plans are to go forward into the future.

Sel. Dawson withdrew her motion and Sel. LaPlante withdrew his second to the motion.
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Chair Consentino said it is the consensus of the Board to have Recycling Committee move forward and not just doing recycling but getting involved in “Go Green” the environment and also energy. The Board would like the Recycling Committee to remain as far as continuing as an Advisory Board. The Board would like to see what their plan is.

Sel. Dawson informed Chief Cormier that the Recycling Committee expressed great concern over the huge amount of litter throughout our town. What can be done to prevent litter? Chief Cormier said that if his Officers see littering happen they stop it. If someone throws something out their window when driving the Officer will pull them over. The Officers have to see it to enforce it. If it is illegal dumping the police will investigate it every time and try to find out who is doing it. This needs to be a community effort where when anyone sees littering or dumping going on they notify the police department and also try to obtain a plate number. Littering is a Town Ordinance Violation and a State violation. Sel. Scanlon suggested doing community awareness to inform people what the fines are and signs “Keep Tilton Green”. Sel. Jesseman said he thinks NNRA issues those types of signs and will look into it.

Sel. Jesseman spoke with Mr. Cavanaugh at Autoserv regarding the computer codes and why the town is being charged for reading these codes. The town purchased a machine that reads the codes so Sel. Jesseman would like to know why we are being charged.

At 5:00PM Chair Consentino made a motion to enter into non public session as per RSA 91-A:3, (c), if adversely affects the reputation of one, and also personnel, seconded by Sel. LaPlante. A roll call vote was taken. All were in favor.

At 6:50PM the Board resumed their regular session. At this time Sel. Jesseman made a motion to seal the minutes of the non public session as they pertain to personnel permanently and legal issues until matters have
been resolved, seconded by Sel. LaPlante. A roll call vote was taken. All were in favor.

**Town Administrator Joyce Fulweiler, Agenda Items: Cleaning Proposals**

Sel. Dawson informed the Board that two of the cleaning companies were interviewed this week; Tri State Cleaning and Great Northern Cleaning Co. Great Northern Cleaning Co., under Supplemental bid, Proposal A- window cleaning for town hall, upstairs and downstairs, inside and out, $400.00. When questioning regarding this price they said that they had not gone through town hall since last year. In talking to Tri State they did bid on the town hall windows and would include them at no additional charge. They also did not bid on the Police Department windows, inside and out and said he would also do those windows at no additional charge. With these two items added in the proposal with no additional charge it makes Tri State’s bid significantly less. The Senior Center windows will also be cleaned at no additional charge.

- Tri State-$10,224. This does not include Riverfront Park.
- Great Northern Cleaning-$16,144. This includes Riverfront Park.

After discussion Sel. LaPlante made a motion to award the cleaning bid to Tri-State Cleaning, seconded by Chair Consentino. All were in favor.

Joyce asked the Board if they would approve of Tim’s recommendations for changes in the cleaning contract with Tri State. After the Board reviewed the changes Chair Consentino made a motion to incorporate the Finance Director, Tim Pearson’s recommendations into the cleaning agreement, seconded by Sel. LaPlante. All were in favor.

Joyce will also ask him to have copies of the MSD sheets (list of all products used and a copy at each location).

**Job Descriptions:**

Joyce presented two minor changes in the Finance Directors job description. After the Board reviewed it Chair Consentino made a motion to approve the changes in the Finance Directors job description, seconded by Sel. Jesseman. All were in favor.
Joyce presented the changes in the PD Administrative Assistant's job description for the Board’s review. After discussion Chair Consentino made a motion to approve the changes in the Administrative Assistant's job description, seconded by Sel. LaPlante. All were in favor.

The Board will further discuss the Communications Specialist's job description next week.

Joyce gave the Board an update on Packer Brook. Joyce spoke with Collis Adams at NH DES and explained to him the problem with Packer Brook and he concurred with what Sel. Dawson said earlier that the Town does not own the Brook, that the land owners own the land underneath the Brook. As long as no one is disturbing the banks and not doing any excavating they can cut down and hand remove any debris. In their Best Management Practices they describe how to remove large woody material. Sel. Scanlon informed the Board that there is an invasive species (Japanese Know Weed) in the Brook. Joyce questioned if it is removed will it only create more. Joyce will contact DES and ask what the best management practice for that would be. The Board agreed to inspect the brook after the meeting this evening.

Joyce reported that she is waiting for a call back from David Salzer regarding the mosaic project because the town is looking to do a license for the Arc Map software.

On Tuesday, May 6th from 3:30pm to 4:30pm at the Highway Dept., there will be a Workshop on Workplace Harassment and Discrimination and at the Town Hall from 4:45pm to 5:45pm.

Joyce discussed the draft proposal on the clean out and a draft contract on 16 Prospect Street she e-mailed to the Selectmen. Someone from the highway will be on site when they do the clean out because the town is paying for the disposal cost and have to make sure the proper items go in the proper container. The Board agreed with “any items or materials that the successful bidder wants to take from the site may do so upon completion of the clean out” in the contract. The mandatory pre bid meetings will be one
on Tuesday May 6th, at 8:00AM to 9:00AM and one on Wednesday May 7th, in
the evening from 5:00PM to 6:00PM.

Joyce will check with Greg Peverly to see what weekend in June he wants to
have the auction. After discussion the Board agreed with the date of
Saturday, June 21, 2014. The Board was in agreement.

Joyce asked the Board’s permission to use Scott McGuffin again for the
Town’s Attorney for 16 Prospect Street and it will be for his regular rate.
Chair Consentino made a motion to hire Scott McGuffin at his regular rate,
seconded by Sel. Scanlon. All were in favor.

Chair Consentino asked the Board if they were ready to make a decision
regarding where they were going to award the bid for a new cruiser.
After discussion Chair Consentino made a motion to award the new police
cruiser bid to Autoserv, seconded by Sel. LaPlante.
Discussion: Sel. Scanlon asked how the new cruiser is going to be funded.
Chair Consentino explained that half of the cost will come out of the detail
fund and half out of the budget. If they can take more out of the detail
fund they will do. Sel. Scanlon feels they should take out as much as
possible out of the detail fund. The board agrees with this and Chair
Consentino explained that this has been past practice to take the money for
a new cruiser out of the detail fund.
All were in favor of the motion with the exception of Sel. Dawson and Sel.
Scanlon. Motion passes.

The Board agreed to start their Selectmen’s meetings at 4:30PM if they do
not have any scheduled appointments.

At 7:45pm Sel. Jesseman made a motion to adjourn the meeting, seconded
by Sel. LaPlante. All were in favor.