TILTON BOARD OF SELECTMEN
MINUTES
November 20, 2014

Present: Sel. Consentino, Sel. LaPlante and Sel. Dawson. Sel. Scanlon joined by speaker phone at 3:45 until 4:45 when he joined the meeting.

Selectmen’s Reports: Sel. Consentino stated that Laconia Daily Sun has not yet corrected the new tax rate which should be $22.08. The new Senior Center Director, Cindy Clarenbach, started work on November 17. Increased use of the Senior Center has prompted the need to be open more hours. Meals were added for Thursdays and a brunch on Mondays. There were 47 people attending for the Thanksgiving Dinner. When seeking a cleaning contract for the Senior Center for 2015 Frank Perkins of Great Northern Cleaning very generously donated cleaning services to clean once a week including stripping the floors every 6 months. Thank you. The Senior Center has become very popular and now even residents of the Soldier’s Home attend some events. Sel. Consentino noted that we wouldn’t be talking about a Senior Center if it weren’t for Tom Gallant and his crew making it happen within the amount originally budgeted for the project. She would like a letter of thanks from the Selectmen for all of his efforts on town boards, Chat, TNS, etc.

The estimate for the door for Senior Center with push bar is $1183 not including labor. Sel. Consentino moved, seconded by Sel. LaPlante to have the contractor install a wooden door with handicap push bar at a cost not to exceed $1600. Painting and finishing the door will be done by volunteers. As it is not an insulated door, Sel. Dawson asked if the new casing will allow a storm door to be installed. There is not as the door swings out and it would be difficult with the push bar, however, there are two doors that can be closed in winter. This is to be funded by the Town Hall Building Maintenance and repairs. Motion passed.

Sel. Dawson stated that a women who lives in an apartment on Mechanic Street has informed the Board that there is no van accessible ADA parking spot in the town parking lot on Mechanic St. ADA regulations say that one 96” wide parking van accessible space is required as well as a sign for handicap parking. Accessible parking spaces must be located in the shortest distance from the accessible entrance. As this is required, no vote is required and the Board will let Dennis know that we need to be compliant with ADA laws with the van accessible space. The Board needs to look at all our parking lots to determine is a van accessible space is available.

DES has sent a letter to inform the owner of the Asbestos site on the former Quinn-T property off Manville Road that the site must to be in compliance. The current property owner replied to
DES that the fence and gate requirements are too stringent and that the remaining trees should be sufficient to keep trespassers off the asbestos site. Sel. LaPlante and Sel. Dawson were able to drive a vehicle onto the site with no restrictions. Sel. Dawson sent a letter to DES with this information and DES will be making a visit to the site.

Sel. Dawson has scheduled two more inspections at the high school. The hot water is being fixed at the Middle School in Feb. and until that is repaired they will only have a conditional approval. Sel. Dawson has issues with trash being left on Main St. where tenants from one of the buildings seem to be depositing trash into another building’s dumpster.

Sel. Dawson has been talking with the Police Department about a camera for our building to watch traffic on the School St and Main St intersection.

Sel. Scanlon reported that the Budget Committee voted on the Library budget and the Conservation Commission voted to pay the $500 for the fencing at Salmon Run but they would like to own their half of the fence once it is taken down.

**Town Administrator Joyce Fulweiler, Agenda Items**

BK Mechanical ‘s quote for heating on the stage is $2350 and Joyce recommends that Board proceed with this in this year’s budget. Sel. Dawson commented that this estimate is too high for what needs to be done and suggested getting more detail to know exactly what needs to be done. Sel. Scanlon asked if this should be a separate zone. Sel. Dawson believes it is an existing zone that was disconnected. Sel. Scanlon thought the estimate is vague and would like to look at the system himself.

Juliet Harvey has been appointed to the Budget Committee. The Board discussed stipends for the Budget Committee and the need to review whose terms are ending in March.

The Assessment analysis form is ready to sign, however, Sel. Dawson has questions as she has received many calls relative to new assessments. Joyce reminded the Board that landowners received letters about their assessments in July and were encouraged to contact the Board of Selectmen at that time. The letters were sent out before the Board accepted the new assessments. Joyce added that it is to be expected that there will be complaints whenever there is a new assessment. Sel. Consentino asked to have Loren Martin meet with the Board about the questions from taxpayers on Dec. 11.

Joyce reported that she has received quotes for Life, long term and short term disability insurances. The existing plan with Boston Mutual for Life and Accident will not increase. 

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Term Disability with Standard Ins. is increasing from .56 to .74/$10 of benefit while the Long Term Disability rate remains the same. Healthtrust has provided a quote that is the same on life and disability with the same plan. HealthTrust’s rates for Long Term Disability is .37/$10 benefit which is more than Standard, but the advantage is that they will pay the employee directly and reimburse the town so that there is no interruption in pay or in retirement benefits. This would be better for the employees, when needed we call Healthtrust rather than a distant company and there will be a quicker response time. Overall it is better for the town. Tim and Joyce recommend going with Healthtrust. The only change is that Healthtrust doesn’t give benefits until 30 days after hiring, whereas currently they are covered on the 1st of the month after hiring. Joyce is asking for a rate to have same coverage as now. Sel. LaPlante moved, seconded by Sel. Consentino to have Joyce make the agreement with Healthtrust for Life, Accident, short term and long term disability. If the Board is not happy with the agreement they will have not have terminated the current plan. Motion passed.

Joyce presented a request for mileage reimbursement as it is not our policy to do so, she is asking for Board approval. Policy is that employees need to use town car for town purposes. Heather Thibodeau attends meetings or classes that are closer to her home and uses her own car. It would be more expensive to drive to pick up the town car. Sel. Consentino moved, seconded by Sel. LaPlante to approve the request for mileage reimbursement. Motion passed.

Two bids have been received for Cannon Bridge. Northfield Selectmen would like to meet to discuss bids. The Board will review and discuss the bids with Dennis and then get back to Northfield to determine a date to meet.

Joyce has received two written estimates for surveying Manville Road and also spoke with Dave Krause who suggested that she contact Kevin Kinney who did a detailed survey for 3M. Dave Krause’s verbal estimate to research and stake out boundaries would be $1300. Brian Bailey’s written estimate is $4,395 which includes information not needed by the town and T.F. Bernier’s estimate is $2,200. Joyce’s request for information indicated that Manville Road was a “right of way” but the town has a deed to the property and is only looking for boundary locations. Joyce explained that although the RFP indicated it as a right of way they were sent a copy of the deed, maps, etc. Sel. Consentino moved, seconded by Sel. Scanlon that we go with Dave Krause for $1300 with the stipulation that he speaks with Sel. Dawson before he visits the site. Motion passed. This is for the boundaries only to determine exactly what the town owns.

The Land Use Office requests that the Board establish a fee for when mortgage companies or banks request information on property records. It takes a lot of time to research the information and the corporations are being paid for the research. Sel. LaPlante confirmed that it takes a lot of
time to research the information they are looking for with some questions needing extensive information. Sel. LaPlante moved, seconded by Sel. Dawson, to charge $100 for deed research for commercial entities. Sel. Scanlon suggested setting a set fee of $100 for a number of hours and then charge by the hour for over that amount. It was agreed to leave it at $100 and have Dari keep records of the amount of requests and the amount of time it takes to research. Motion passed.

Joyce noted that every year we try to renumber Main Street which was never renumbered and 911 really wants the buildings renumbered correctly which is the Selectmen’s responsibility. 911 has made recommendations for numbers. Dari is the designated 911 person and will meet with the Fire Department and bring it back to the Selectmen for final approval. The town’s 911 Ordinance has guidelines for numbering multiple unit buildings that comply with 911. Joyce asked if Board members care to join the meeting with the 911 representative to talk about changes. This is about safety and emergency services to be able to find units but hasn’t been done because of objections of the property owners.

At 5:05 Sel. Consentino moved, seconded by Sel. LaPlante to go into Non public session as per RSA 91A:3 personnel. Motion passed by roll call vote. Sel. LaPlante moved, seconded by Sel. Scanlon to seal minutes of the non public session as it pertains to personnel permanently. Motion passed.

**Public Hearing:** In accordance with RSA 31:95B for appropriations of funds received during the year the Board of Selectmen is holding a public hearing to accept the $42000 Capital Regional Development Council grant for the EPA project at “Ernie’s”.

**Budget:** Chuck Mitchell presented the Conservation Budget at the same level as 2014. The Commission proposes to allocate $1700 toward the contract with Belknap Landscaping on Salmon Run. Rather than encumber funds, the Conservation Commission has voted to accept the bid and will have a contract to sign. Belknap Landscaping hopes to coordinate the work in conjunction with finishing Ernie’s property. The contract includes grading for runoff, loosening the surface so that loam will adhere, removing concrete and asphalt and seeding with a low growing grass with a one year warranty. The Selectmen will review Chuck’s request for an increase in the Commission’s Secretary pay rate. After further discussion Sel. Dawson moved, seconded by Sel. LaPlante to accept the 2015 Conservation Commission budget of 6500. Motion passed.

**Parks Committee:** Sel. Consentino moved, seconded by Sel. Dawson to buy wreaths for $197 from Hardy’s Greenhouse for Christmas. Motion passed. Landscaping for the parks is up $1000.
as it went out to bid and this is the actual contract price for 2014 and 2015 for all the parks. Sel. Consentino asked if we will ever get back to having the town crew do the landscaping. Sel. Dawson responded that the contract calls for mowing at least once a week and the highway crew wasn’t able to do that. Security repairs are for camera repairs. Riverfront Park seems to need repairs every year so we kept the $2000 in the budget, but if we don’t use that up we could add digital cameras with much better visual. Sel. Consentino liked the idea of better cameras as we have lots of vandalism and it would be good to have more and better cameras. Tim Pearson stated that we can still use the analog cameras and add Ethernet cameras on the system. Sel. Consentino commented that if we added two Ethernet cameras this year and next year add 2 more cameras it would help reduce the vandalism. The cost of repairing the vandalism probably costs more than purchasing cameras. The two areas that are vandalized are right outside the bathroom and the pavilion area and there should also be a camera aimed down to the fishing area. Sel. Dawson agreed that with the cameras we have there are blind spots, if we had cameras that cover the walkway and the parking lot it would capture more information. Tim added that it would also be helpful to have a camera aimed toward the front toward Winter St. Sel. Dawson added that the Parks Commission is hoping to put a camera at Rte 132 as there has been some vandalism there also. Budget for programs is for the events held at Riverfront Park and the Commission is planning to have programs with different animals next summer. Security in all parks together is $4000. Sel. Consentino suggested increasing Security by $1000 and add 2 digital cameras which would allow enough for repairs also. Sel. LaPlante would be more inclined to put the cameras in now. Sel. Consentino agreed that if we have enough money in 2014 budget we could purchase 2 cameras now and then not increase the 2015 budget. Bob Hardy stated that we are going to have to remove some of the trees near the pavilion in the Riverfront Park as they are closing in too much and they interfere with the cameras. Sel. Scanlon asked if it is time to remove the tree in Vest Pocket Park that has grown too large. It should be thinned out or removed. Sel. LaPlante moved, seconded by Sel. Consentino to accept the Parks Commission budget at $40,136. Motion passed. Bob Hardy stated that the Parks Committee will be raffling off gift certificates to help offset the expense of the fireworks after the parade.

Sel. Consentino moved, seconded by Sel. LaPlante that the board allows the Finance Director to negotiate a $2 M credit line with FSB at 2.65% interest for calendar year 2015 and provide the Selectboard with proper paperwork for execution prior to 01/01/2015. Public hearing on $42,000 grant closed with no comment.

Chief Cormier – Total proposed Police Department budget is $2,056,048, up from $1,951,000 in 2014. Sel. Dawson suggested that “Dispatcher wages” should be clarified as it is actually two different positions combined on one line but looks like pay for one person. After discussion,
Sel. Dawson moved, seconded by Sel. LaPlante, to change “Dispatch Wages” to Support Staff Wages”. Sel. Scanlon suggested that this is too vague as it could be the janitor and he would like to have Sel. Jesseman available to vote on this. Motion passed 2-1 Sel. Consentino abstained.

Office supplies – As having letterhead printed is expensive, the Board suggested printing letterhead right out of the computer instead. Chief Cormier agreed to reduce that line to $3500. Dues: asking for $3600 for professional training, FBI academy training, FBI leader classes, IECP NH Chiefs of Police Secretary, NH Emergency Dispatch, etc. Electricity is down because we bid out the electric rate plus changing out lighting in the building. Heating gas is contracted with a locked in price. Building maintenance $7173 spent this year because of air conditioning. The 2015 budget includes carpeting for $2200. Chief Cormier would like to see the parking lot repaved. Other than that, he doesn’t foresee other repairs. Sel. Dawson asked if he has a 5-10 year plan for maintenance and perhaps have it included in the CIP.

Building improvements includes changing to LED lighting which will save energy. Uniforms include new vests, contractual stipends for holsters, etc. Gasoline expense is at $31,900 right now but budgeting $32,000 for 2015. Sel. Consentino questioned whether this is enough. Sel. Scanlon noted that we have more efficient cars and the cost of gas is down so that this should be enough. It was agreed to leave it $32000. Chief Cormier stated that the Department is doing more maintenance on vehicles and needs additional tires, so this line is higher. Radio communications is for replacing antennas and maintenance. Weapons expense is for ammunition and taser cartridges and prices are up. Irwin submitted the lowest quote for a vehicle at $25,182 and $27,154 for utility vehicle. Quote for everything including the console, new light bar and radio for the vehicle is $41,474 and for the Utility vehicle is $44,340. The utility vehicle is a pursuit vehicle and gives the officer more room than the cars. Discussion followed on the need for vehicles and the wear and tear on the engines and vehicles. Sel. Scanlon suggested that the vehicles can be used more wisely by using the older ones to save the newer ones. Chief Cormier responded that they do make sure the vehicles are rotated, but some of the older cars aren’t equipped with radios, etc. Tim Pearson suggested looking at other options for purchasing of cruiser such as leasing, etc. The Police Department budget increase is 5.4% or $105,029. Sel. Consentino suggested not making a motion to accept it as the Chief is going to do some more research and come back to the Board.

Pat Consentino moved, seconded by Katherine Dawson to accept a $500 donation from the Barbutos for Thanksgiving baskets.. Motion passed.
The Board discussed Sel. Dawson’s suggestion of moving any excess monies into a contingency fund line. Tim Pearson stated that the Board has the ability to transfer budget monies and if there is money that we know we are not going to spend it could be put into a contingency fund. He would have to keep tabs on where the money came from and where it went to so that the Budget Committee and Board of Selectmen is aware of the transfers. We wouldn’t allocate monies to this line but it would simply be open to deposit funds to it and then transfer money out of it to whatever line item is needed. Sel. Dawson commented that currently we can’t determine how much money is left over in any line in the budget and this would allow us to manage our budget better so we know exactly where the money is coming from and going. She added that this would be much clearer for the Budget Committee to see exactly where monies are being transferred to and from.

Joyce asked the Board for a motion to accept the CRDC Grant and to sign the grant agreement. Tim and Joyce have reviewed and recommend signing it. Joyce will be meeting with Credere and Enpro Wednesday at 9am to discuss the work on Ernie’s and to address the Town’s concerns and what is included in the project. All Enpro invoices will be paid by the EPA grant, the CRDC grant will be used to pay for Credere’s expenses and Belknap Landscaping. Joyce has also been in touch with Glenn Smith about the WRTA being ready to put out bid documents.

Sel. Consentino moved, seconded by Sel. Dawson to go into non public session as per RSA 91A:3 adversely affect a person and legal. Motion passed by roll call vote. At 8:35 PM, Sel. Consentino moved, second by Sel. Dawson to seal the minutes of the non public meeting until the matter is resolved. Motion passed.

Meeting adjourned at 8:36 pm.

Minutes approved 12-18-2014