TILTON BOARD OF SELECTMEN
MINUTES
Thursday, November 19, 2015

Present: Selectmen Patricia Consentino, Katherine Dawson, Joseph Jesseman, Jon Scanlon, and Peter Fogg
Others: Joyce Fulweiler, Town Administrator, Tim Pearson, Finance Director, Gayle Bestick, Administrative Assistant, Chief Robert Cormier, and Johnny Van Tassel, Public Works Director
Guests: Attorney Scott McGuffin, Nawaz Azam and Tanveer Chaudhry

(No audio for the first 15 minutes of movie)

Call to Order/Roll Call:
Selectman Consentino called the meeting to order at 4:25 p.m. Selectman Scanlon arrived at 4:50 p.m.

Non-Public Session: Attorney Client/Reputation/Acquisition
At 4:25 p.m., Selectman Consentino made a motion, seconded by Selectman Jesseman to enter into a Non-Public session as per NH RSA 91-A:3, as it pertains to matters which, discussed in public, would likely affect adversely the reputation of any person, and consideration of the acquisition, sale, or lease of real property......On a roll call vote, motion adopted unanimously.

At 5:17 p.m., Selectman Consentino made a motion, seconded by Selectman Dawson to close the Non-Public Session, and Reconvene the Public Session. Selectman Jesseman made the motion, seconded by Selectman Dawson, to seal the minutes, as they pertain to Reputation and Acquisition, until such time as the matters are resolved. On a roll call vote, motion adopted unanimously.

Call to Order/Roll Call:
Selectman Consentino called the meeting to order at 4:25 p.m. Selectman Scanlon arrived at 4:50 p.m.

Director of Public Works Report (Johnny Van Tassel):
- Chipper: after discussing the necessity, usage & size, manhours and rental cost, it was decided the purchasing of a wood chipper would be put on hold and could be discussed in further detail at a later date.
- Steam Cleaner/Pressure Washer: After discussing the significance of having a power washer for clearing drains in the garage, removing ice and maintaining equipment, the matter was tabled until the next meeting. Johnny will research the best brand, cost, and warranty.
- Uniforms: Johnny discovered the uniforms had been purchased through a contract. He will continue to research the best quality and present a sample with the town logo at the next meeting. Johnny confirmed the crew were wearing their safety vests and he will maintain the standard of presentability.
• Generator Testing: Johnny will test the various generators at the PD, Public Works and Town Hall.

Chief's Report (Chief Robert Cormier):
Selectman Consentino asked the Chief, for purposes of saving time, could he email his report to the Board by Wednesday, and if they had any specific questions or concerns, they would address them at the meeting on Thursday evening. Selectman Dawson suggested placing the report on the PD's website.

Chief Cormier reviewed the following:

❖ Calls for Service: 400 with 9 arrests (operating after suspension, drug possession, willful concealment and warrants. Other statistics to date: 526 investigations, 454 arrests, 2029 citations and 308 accidents.
❖ Major Crimes: Detectives are working on sexual assault cases, getting felony cases ready for indictments.
❖ Training: Hosting an Evidence and Property Training at Tilton School today and tomorrow. Detectives attended a 2-day national Polygraph and Interview seminar.
❖ Fleet: Motor arrived for the 6D; snow tires on the three front line vehicles, state bid $136 each for the Goodyear Eagle Ultra-grip or $546 per vehicle, plus $15 mount/balance for 4(AWD).
❖ Building: Captain finished file storage at Town Hall. Next project is to replace the sally port door. Looking at options to add more lighting to the parking lot.
❖ Expenditures: Remanufactured engine $2,465.00 and lighting equipment for detectives utility vehicle $1,000.00.
❖ Other: Sgt. Rick Frost of the NH National Guard plans to coordinate a presentation for residents and community leaders on how to start and maintain a volunteer substance abuse or drug coalition, which focuses on prevention and education. Venue, date and time still pending.
❖ Attended a meeting with Every Child is Ours and the Pemi Youth Center, exploring programs for teens. More to come.

Non-Public Session: Reputation / Personnel / Public Safety:
At 6:04 p.m., Selectman Consentino made a motion, seconded by Selectman Jesseman to enter into a Non-Public session as per NH RSA 91-A:3, as it pertains to matters which, if discussed in public, would likely affect adversely the reputation of any person...On a roll call vote, motion adopted unanimously.

At 7:35 p.m Selectman Consentino made a motion, seconded by Selectman Dawson to close the Non-Public Session, and Reconvene the Public Session. Selectman Jesseman made the motion, seconded by Selectman Dawson, to seal the minutes, as they pertain to the reputation of any person, permanently; and to matters of public safety, permanently, and matters of personnel, permanently. On a roll call vote, motion adopted unanimously.

2016 Operating Budget Review (Tim Pearson):
Tim reviewed the proposed budget with the latest notable changes by department. He reported the following warrant articles projected to be funded:

➔ Tilton-Northfield Island CRF $ 60,136
➔ Highway Equipment CRF $ 35,008
Roads, Streets, Bridges CRF $248,396
Revaluation CRF $42,812
Lake Improvement CRF $9,165

Total Operating Budget & Warrant Articles, Department Requests= $5,537,064

Tim reviewed the following:
❖ Estimated Revenue at $1,919,140, down 7.1%
❖ Estimated Credits/Overlay at $131,764
❖ Use of Fund Balance at 0
❖ Amount Raised by Taxation at $3,749,688, increase of 9.3%
❖ Town Valuation at $508,953,350, would rise 1%
❖ Estimated Town Tax Rate would be at 7.37, increase of 8.2%

Estimated Use of Fund Balance to Offset the 2016 Tax Rate: projecting more money to put into fund balance, dependant upon projects and encumbrances. Although budget is down 1%, revenues are tough.

Departmental Budgets:
Administration:
- equipment purchase line reduced from $3700.00 to $500.00 due to the anticipated purchase of the envelope folder/inserting machine.
- equipment rental: Selectman Jesseman noted last year the line was underspent, why maintaining same amount this year. Tim explained it was due to the postage machine maintenance contract at $405 per quarter, plus supplies.

Selectman Jesseman asked about the following lines:
- equipment purchase line: do we have a plan? Tim confirmed more cabinets may be needed for storage.
- Tax Map line had yet to be spent. Selectman Dawson asked why this line was not in Land Use. Tim explained there was an issue with the service, and the check had not been issued.
- Legal, general expense: Tim recommends the Board plan to contract for this year, up to $5,000.00. Selectman Consentino recommends the legal line stays the same.

Tim noted a change made to the Janitorial line - Town Hall is cleaned 2 times per week, for 26 weeks, for the other 26 weeks, clean once a week. After some discussion, it was decided to put the line back.

Selectman Jesseman - Town Hall Maintenance and Repair - are we going to spend $25,000? Tim referenced the upcoming projects, noting the carpeting would have to be a 2016 issue. Selectman Jesseman - General Janitorial Supplies? consistently under spend that line. Tim explained the figure was based on anticipated need by department, purchased by Public Works Director, in bulk; have used less, apportioned less, and not as good accounting as to the distribution. Selectman Consentino made a motion, seconded by Selectman Jesseman, to reduce the General Janitorial Supplies line to $1,000.00. All in favor. Motion passed.

Tim confirmed the new bottom line for Town Hall Administration is $644,815.00.
Selectman Scanlon asked about the Merit Raise Pool. Tim confirmed it was based on 2-½%. Selectman Scanlon suggested to reduce it to 2%. After some discussion, **Selectman Scanlon made a motion, seconded by Selectman Jesseman, to reduce the merit raise increase to 2%. Motion failed 2 to 3.**

**Town Clerk Tax Collector:** Tim explained the requested Town Clerk Wage represents a $2,200.00 increase or 4% increase over 2015 budget, and the remaining increases are due to the four elections for 2015 - town, national primary, national election and state election. The 2015 figure should read $55,000, and the department request should reflect $57,200.00.

**Finance:** Selectman Jesseman asked why an increase in the Budget Committee Expense. Tim explained it would cover any upcoming advertising. The consensus of the Board was to reduce it back to $300.00
- Training and Dues: Tim confirmed $300.00 would be sufficient.
- TAN: Will have to reapply this year. Increase is due to anticipated additional borrowing in 2016 and anticipated higher borrowing rates.

**Information Technology:**
- Selectman Consentino discussed Selectmen’s devices and the exterior surveillance at Town Hall. Selectman Scanlon asked if there were any operating fees and suggested the equipment request go out to bid. Tim explained it was not in the IT budget for next year; but he could come back with more information. If the devices were paid out of 2015, and take the guardian tracking out, the total figure would be $94,983.00.

Selectman Consentino reminded everyone that there were only a few more weeks to make decisions, therefore; **made a motion to accept the following 2015 Projects to Offset the 2016 Budget:**

**Administration:**
- $5,000.00 Appraisal Expert
- $3,600.00 Folder/Inserter
- $2,000.00 Island Trees

**Information Technology:**
- $3,200.00 Surveillance Exterior Town Hall
- $1,300.00 Selectmen’s devices

**Selectman Dawson seconded for discussion:** Tim explained the items had not been budgeted for 2015. **Motion passed 4 to 1. Selectman Jesseman opposed.**

Tim confirmed the IT total was $94,983.00

Selectman Scanlon asked about the body cameras. Tim explained the hardware includes the dock, cameras, software licenses and storage covered in the annual amount over 5 years.

Tim reported he was able to increase the contract terms of the Alert Tilton; 13 months for 12, at no extra charge, which includes the community module allowing people to send a tip in to the police department. Selectman Consentino commented it was an invaluable service.
but more people need to be notified and sign up for the service. It was the consensus of the Board to accept the contract. Tim will finalize for their signatures.

**Land Use:**
It was the consensus of the Board to reduce the following: supplies, to 300; miscellaneous expense to $150 and education to $800. Total Land Use: $87,085

**Highway:**
There was discussion of promoting the health insurance buyout - including a notice with the upcoming paychecks.

Selectman Jesseman asked about the building supplies. Tim confirmed what was included in the line, noting that Hilliard supplied the paper goods, and there had not been an adequate inventory system. It was the consensus of the Board the line would stay at $1400.00. **Gas-Diesel:** consensus to reduce by $2400, total $16,100; **Training:** increased to $1500; **Winter salt & sand:** leave it, Tim would like an inventory. **Sidewalk construction:** Selectman Dawson suggested a warrant article to change Capital Reserve Fund to include sidewalks. **Street lighting:** Selectman Dawson and Jesseman will research. **Safety Equipment:** Selectman Fogg inquired about the purchase of sign packages. To be confirmed

**Sanitation/recycling:** Selectman Jesseman suggested reducing the line to $6,000. Tim explained this line primarily represents the amnesty day containers. After further discussion, Consensus of the Board was to reduce the line to $6,000.00. Total for the Public Works Department: $984,791

**Police Department:** Tim mentioned there was a potential to move the larger equipment purchase expense to this year, sign the lease, and not take delivery until next year, otherwise; no major changes. Gas came down, vehicle maintenance stays the same because parts are more expensive.

**Weapons expense:** Tim will update.

**Equipment purchases:** the line reflects lease of new vehicle only. To be discussed further and decision to be made within the next two weeks.

**Legal Expense:** there will be money coming out of the line this year - negotiations start in the fall.

**Health & Human Services:** Tim noted the Welfare Director adjusted the line down to reflect history of actual expenditure history - change in the general assistance line was down from $40,000 to $35,000.

**Culture & Recreation:** The Green Committee has been inactive - the $200 will keep the line open. Selectman Jesseman asked if anyone was interested in joining the committee, please contact him.

**Park Maintenance - Island:** Selectman Dawson suggested remitting a bill to the Town of Northfield for projected expenses to ensure they submit their share.

**Old Home Day** - It was the consensus of the Board to leave $1.00 in the line.

**Senior Center - Line** will be moved to Administration, Grange Building Maintenance
Outside Agencies:
Selectman Consentino made a motion, seconded by Selectman Dawson, to approve the following Outside Agencies line items:
- Park Cemetery - $5,000
- Lakes Region Planning - $3,373
- Youth Assistance Program - $44,567
- Community Action - $24,300
- Franklin Visiting Nurses - $11,784
- Animal Control - $5,500
Motion passed 4 to 1. Selectman Scanlon opposed.

Selectman Consentino made a motion, seconded by Selectman Fogg to approve Child and Family Services for $3,000 and New Beginnings for $1,530. Motion passed 3 to 2. Selectman Scanlon opposed the motion. Selectman Jesseman objected to New Beginnings.

Selectman Consentino made a motion, seconded by Selectman Jesseman to approve Summer Concert at $2,000. All in favor. Motion passed

Selectman Consentino made a motion, seconded by Selectman Dawson to approve Red Cross for $500. Motion passed, 3 to 2; Selectman Jesseman and Fogg opposed.

Selectman Consentino made a motion, seconded by Selectman Dawson to approve CASA at $500.00, all in favor. Motion passed.

Selectman Consentino made a motion, seconded by Selectman Dawson to approve $1,500.00 for the NH Association of the Blind. Motion passed 4 to 1; Selectman Jesseman opposed.

Selectman Consentino made a motion, seconded by Selectman Dawson to approve Community Action Transit for $3,000.00. Motion passed. 3 to 2. Selectman Jesseman and Fogg opposed.

Selectman Consentino made a motion to not fund Genesis, seconded by Selectman Jesseman. All in favor. Motion passed.

Selectman Consentino made a motion, to approve $64,750.00, for the Tilton-Northfield Recreation Council (Pines), no second. Motion tabled. Selectman Jesseman made a motion in the amount of $70,000.00. No second. After discussing program issues, and grants, the matter was tabled for further discussion. No decision was made.

After explaining how the Revenue, PD Grants/Reimbursement Expense line was confusing from a regular revenue line, Tim asked the Board if the name could be changed. It was the consensus of the Board to change the name of the PD Grants/Reimbursement Expense Line to PD Highway Safety.
End of Budget Discussion.
Other:
Selectman Consentino discussed the date for the annual employee holiday gathering, Town Hall holiday schedule, and purchasing wreaths.

Selectman Consentino made a motion, seconded by Selectman Jesseman, to purchase seven (7) 32” wreaths from Mr. Hardy. After some discussion, Selectman Consentino amended the motion to add three (3) wreaths, one for PD, Public Works and one for the Senior Center. All in favor. A Motion passed.

Selectman Consentino made a motion, seconded by Selectman Dawson to hold the Employee Christmas party on December 24th at noon and refreshments supplied should not exceed $750.00. Motion passed 4 to 1. Selectman Jesseman opposed the amount - $500.00 should be sufficient.

Adjournment:
With no further business to come before the Board, Sel. Jesseman made a motion, seconded by Sel. Scanlon, to adjourn. All in favor. Motion passed. Meeting adjourned at 10:14 p.m..