TILTON BOARD OF SELECTMEN
MINUTES
Thursday, December 3, 2015

Present: Selectmen Patricia Consentino, Katherine Dawson, and Selectman Fogg;
Others: Tim Pearson, Finance Director, Police Chief Robert Cormier, Gayle Bestick, Administrative Assistant, and Johnny Van Tassel, Public Works Director.
Guests: Jean Marie, Agent from Accurate Title Company, Nawaz Azam, and Tanveer Chaudhry.
Visitor: Chris Hayward, new resident to Tilton

Call to Order/Roll Call:
Selectman Consentino called the meeting to order at 4:30 p.m. Selectmen Scanlon arrived at 4:41 p.m.

Approval of Minutes:
Selectman Jesseman made a motion, seconded by Selectman Fogg, to bring the minutes of October 17 2015, to the floor for discussion. After no corrections, Selectman Consentino made a motion, seconded by Selectman Dawson to approve the minutes as submitted. All in favor. Motion passed.

Selectman Jesseman made a motion, seconded by Selectman Fogg, to bring the minutes of October 29 2015, to the floor for discussion. After minor corrections, Selectman Consentino made a motion, seconded by Selectman Dawson, to accept the minutes as submitted. All in favor. Motion passed.

Selectman Consentino confirmed receipt of the Chief’s report. She mentioned she had received a pleasant call that Cpl. Pinault had assisted several seniors, and then purchased their lunches out of his own pocket. Thank you to the officer, we commend him for his generosity.

Auction Closing:
Selectman Dawson made a motion, seconded by Selectman Fogg, to subrogate the Board’s authority and allow the Chairman to sign the HUD closing statement for the Noyes Road property.

Selectman Consentino confirmed with Mr. Azam he was not taking the High Street property, it will be offered to the second bidder. Mr. Azam asked about his deposit. The Board will discuss the procedure and get back to him. It was suggested he research the Noyes Road property to determine if there are beach rights.

DPW REPORT (Johnny Van Tassel):
Johnny reported they were getting ready for Christmas; the trucks are ready for winter and the 5A work will begin soon so the core can be shipped before the 19th deadline.

- Power washer/steamer: After discussing the warranty information, and confirming he had checked with the Finance Department to use this year’s money to purchase a pressure washer, Johnny recommended the Northern Tool, North Star brand gas powered wet steam & hot water pressure washer in the amount of $3,599.99. Johnny reported, in the meantime, Casella would loan theirs at no charge, to remove the wax from Riverfront Park. Selectman Consentino made a motion, seconded by Selectman Jesseman, to purchase the Northern Tool, North Star brand gas powered wet steam & hot water pressure washer in the amount
of $3,599.99, with the extended warranty for approximately $300.00. Motion passed 4-1. Selectman Fogg was for purchasing the machine, against the extended warranty.

- Uniforms: Johnny discovered there is a contract in place for another year and does not recommend re-doing the contract at this time. He suggested submitting a request for proposal, although; the current prices are good. Johnny mentioned sweatshirts with the Town’s logo on the back, were still an option. Johnny showed an example. There was further discussion of the crew wearing blue jeans, Dickie’s or Carharts, however; setting a standard of appearance is a main concern. No decision is needed at this time.

- road list completed. Will be adding signage, sidewalk and parking lots to that list
- ice skating rink - scheduled for next week
- generators - all set
- culvert on Manville - Johnny will get easement to Mr. Chase

Selectman Dawson discussed the sinkhole issue at West Main Street, before the high school driveway near Deer street. Johnny reported he had contacted the State, they came and looked, claimed it was not theirs...the Town had worked on it a few years ago...it’s the State’s culvert. They say not. Johnny will meet with them tomorrow.

**Finance Update: (Tim Pearson, Finance Director)**

- **Hauler Invoice Terms:** After Tim explained the issue of the timing of invoicing from Wheelabrator, he asked the Board’s permission to change the terms to “due upon receipt”. It was the consensus of the Board to permit Tim to change the terms.

- **Town Clerk/Tax Collector Counter Payments:** Tim explained that the TC/TC wanted to begin accepting credit card payments at the counter for all types of payments, as of January 1st, 2016. Tim had reviewed the paperwork that needed to be signed to extend our electronic payments to include over the counter processing. After further explanation, Selectman Jesseman made motion, seconded by Selectman Fogg, to designate the Chairman to sign the necessary document/agreement to invoice cloud, all in favor; Selectman Jesseman then made a motion, seconded by Selectman Fogg to approve the contract the Chair was designated to sign. All in favor. Motion passed.

- **Folder Inserter:** Tim reviewed the history of the folder/inserter and the options and costs he brought forward in prior meetings. He further explained that he had negotiated the best deal he could get with each vendor, and he recommended based upon a comparison of the two options, the Neopost DS-35, which has greater throughput, capacity, etc., and was deeply discounted. Selectman Consentino made a motion, seconded by Selectman Jesseman to purchase the Neopost DS-35 machine for $3,275.00. All in favor. Motion passed. Tim requested the Chair sign any supplemental documents required to complete the purchase. Selectman Scanlon made a motion, seconded by Selectman Fogg, to allow the Chairperson to sign any necessary documents required to complete the purchase of the Neopost machine. All in Favor. Motion passed.

- **Change to Chart of Accounts:** The Board’s signature was required on the budget transfer document to finalize the Culture - Senior Center line which was changed to the Administrative budget, entitled Grange Building Maintenance. The general ledger account change will be effective 1/1/2016.

- **Total Notice Research Contract:** Tim presented the Total Notice Research contract. He explained that he had read the agreement and was consistent with prior year agreements and provided an exit for the Town if Town Meeting zero’d out the TC/TC’s research budget. Tim
explained that this company has been providing excellent service to the TC/TC and that they are several thousand dollars less than other resources we've used before contracting with them. **Selectman Consentino made a motion, seconded by Selectman Jesseman, to accept the Total Notice Research Contract for the Town Clerk/Tax Collector's deed research. All in Favor, Motion passed.**

- **Everbridge Contract:** Tim presented a contract for Everbridge (the Town’s emergency notification system) and explained that he was unable to get them to budge further on price but he was able to negotiate another month of service for the same price, which was the equivalent of an additional 8% discount over the already negotiated 30% discount the Town receives. He also got them to throw in an additional citizen notification module at no cost with no additional cost at renewal for either. **Selectman Jesseman made a motion, seconded by Selectman Fogg, to subrogate the Board’s authority to authorize the Chairman to sign the contract. No discussion. All in Favor. Motion passed.**

**Non Public - Personnel/Public Safety**

At 5:45 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 personnel matters. On a roll call vote, motion adopted unanimously.**

At 7:50 p.m., **Selectman Jesseman made a motion, seconded by Selectman Dawson, to seal the minutes, as they pertain to personnel and public safety, permanently and regards to legal, until such time as those matters are resolved. On a roll call vote, motion adopted unanimously.**

**Seasonal Help:** Selectman Consentino announced Bob Nicol was rehired as a temporary, seasonal, full time employee at $16.00/hour, for sidewalk clearing this winter. It was suggested an employee evaluation be completed for next year's hiring process.

**Finance: Budget (Tim Pearson, Finance Director):**

Tim distributed the updated budget noting expenses were down 1.4%, and adjusted revenues were showing $20,000 more than last iteration. He continued to review the following:

- Administrative budget: health insurance change, small savings
- Janitorial line, increase to reflect 52 weeks twice a week,
- Grange line appears now under Administration
- No changes to Town Clerk/Tax Collector budget..
- Finance...budget committee expense reduced $50.00; training and dues reduced, $100
- IT budget, reduced due to hardware changes, in car systems...
- Land Use: misc expense, reduced, education reduced
- DPW changes...several to include gas and diesel being reduced; training increased from $1,000 to $1500.00; sanitation recycling, reduced; Solid Waste: residential...little under 45; commercial hauler, slight increase; curb side contract expiring mid year, used half the year at existing contract then projected half year at new contract amount.
- Sidewalk construction - it was suggested to take a warrant article to Town Meeting and adjust the budget if the article is approved. There was conversation regards to changing Capital Reserve Fund wording.
- Police: no changes
- Culture & Recreation: Old Home Day reduced to reflect missing information; Memorial Day, leave $100.00
Outside Agencies:
Tim reported motions had been made and all approved, with the exception of Genesis and The Pines. He noted NH Association for the Blind had been reduced, and Community Action Transit had been reduced. Selectman Scanlon made a motion to give Genesis $3,000.00, seconded for discussion by Selectman Fogg. After discussion with varied opinions and interpretations of Genesis Services and treatments, Motion passed, 3 to 2. Selectman Dawson and Fogg, opposed.

- Pines: Selectman Jesseeeman made a motion to fund Tilton Northfield Rec Council (Pines) requested amount; no second. Discussion: Selectman Jesseeeman mentioned he would be attending the Pines, Board of Directors meeting, to discuss issues about implementing programs for our teens, and to suggest grant writing for funding. Selectman Dawson is not prepared to support the Pines this year; primarily because there are no programs for the teens. Selectman Scanlon commented the Pines is never going to address teens, the facility is not set up for programs for teens...if we could take money out of Pines, give to the sports center...Selectman Scanlon made a motion to give the Pines $60.000, no second. Selectman Dawson made a motion, seconded by Selectman Fogg, to approve $57,500.00 for the Pines. No further discussion. Motion passed 3 to 1. Selectman Jesseeeman vehemently opposed.

Tim continued reviewing the following:
- Curbside collection was increasing. Tim reviewed the fact that we will be without a contract starting June 1, 2016, so estimates were included based upon some planning figures for 2016 curbside collection. Tim pointed out that the recycling revolving fund is very low and there are often timing issues of receipts and payments and he will have the data for the next meeting. He said that bag prices may need to increase; the Board asked if we need to re-study weight and capacity of bags, as there have been numerous complaints of the quality of the bags - matter to be addressed in detail at a later date.

- The Police Detail Revolving fund has approximately $25,857, and once the 2016 lease payment of $15,434.50 (2nd year of a 3 year lease), we will have $10,400, over and above the lease payment that would be needed in 2016. Tim said it might be possible to pay for the 2016 lease part from the operating budget and part from the fund to minimize the impact to taxpayers.

Discussion on the list of other year end projects and possible encumbrances:
- The spending of 2015 budget is a double edged sword, on the one hand if we’re purchasing things that would reduce the 2016 budget, then we are benefiting taxpayers by not raising and appropriating monies if we can use 2015 budget savings to purchase items, on the other hand, spending now prevents taxpayers from discussing and voting on items as they’re already purchased. Tim offered it comes down to three things: the need, whether it lessens the 2016 budget, and whether the Board feels it would negatively exclude taxpayers from a decision at Town Meeting.
- Tim suggested to wait until last minute on the weapons, we could do Purchase Order and encumber on 12/31. He will get more information on a cruiser lease. He asked the Board to set the priority, which is more important, the weapons or the cruiser? He will figure for the cruiser first, weapons second and let the Board know if we have ability to fund in this year’s budget. The Board asked about the strategy of cruiser leasing and Tim explained that he and the Chief had laid out a staggered plan for leasing that was provided to the Board in October, showing that it made
maximum use of the detail fund, but also relied on the operating budget to ensure that we fund one fully outfitted cruiser per year.

**Warrant Articles/Capital Reserve Funding/Next Steps:**
Tim apprised the board that 2016 revenues were going to be down and as a result recommended not funding two capital reserve funds. Tim explained that Improving Lakes fund has not had an withdrawals this past year, and the one inquiry by a citizen was never followed up on with the Conservation Commission who are the agents for that fund. There is anticipated to be approximately $9,165 in the fund by 12/31, which should be sufficient to handle any requests for disbursement. Selectman Scanlon recommended changing the wordage to include invasive species on waterways. Tim also reviewed the Tilton-Northfield Island capital reserve fund, and it is projected to have over $60,136 by 12/31, however there is no specific identified plan as to how much money is needed. Tim recommended taking a year off from funding that capital reserve to ease taxpayer burden. Selectman Dawson explained that this project has been in limbo for 5 years. She noted that Northfield doesn’t seem interested in bearing any financial responsibility for the Island’s preservation and that maybe it’s time to contact the legal heirs. Selectman Jesseman recommended forging a new agreement regarding the Island. The Board discussed the several options of how to handle the issues at the Island, and in general agreed that given the revenue situation it should wait.

Tim will make the changes to the budget and forward to the Board. The plan will be at the next meeting to vote and have Tim ready to submit to the Budget Committee for the December 16th meeting where the Board of Selectmen will present the budget to the Budget Committee.

**Stipends:** Selectman Consentino discussed selectmen receiving a stipend if they serve on other Boards. It was agreed last year an exception was made, for one time. After further discussion, it was determined more investigation is needed to confirm any changes.

**Adjournment:**
With no further business to come before the Board, **Sel. Jesseman made a motion, seconded by Sel. Consentino to adjourn. All in favor. Motion passed. Meeting adjourned at 9:02 p.m.**