TILTON BOARD OF SELECTMEN
MINUTES
Thursday, December 10, 2015

Present: Selectmen Patricia Consentino, Katherine Dawson, Peter Fogg, Joseph Jesseman, and Jon Scanlon.
Others: Joyce Fulweiler, Town Administrator, Police Chief, Robert Cormier, Cpl. Luke Pinault, Prosecutor, Chris Paquette, Patrol Officer, Jeremiah Trott; Tim Pearson, Finance Director, Gayle Bestick, Administrative Assistant, and Johnny Van Tassel, Public Works Director.
Representatives from Casella: Dave Allen, Richard Moriarty, and Archie St. Hillaire.

Call to Order/Roll Call:
Selectman Consentino called the meeting to order at 4:30 p.m. Selectmen Scanlon arrived at 4:51 p.m.

Approval of Minutes:
Selectman Consentino made a motion, seconded by Selectman Dawson to bring the minutes of November 5, 2015 to the floor for discussion. After minor corrections, Selectman Consentino made a motion, seconded by Selectman Dawson, to accept the minutes of November 5, 2015, as corrected. All in Favor. Motion carried.

Police Department - Weapons and Ammo Request:
Chief Cormier reported the department's weapons were at their eight year mark. Due to the age of the guns, the springs, magazines, etc., are showing wear and there is a need to repair or replace them. At this time, there is a unique opportunity for trade-in to replace necessary parts recommended by the armory.

Cpl. Luke Pinault spoke in depth about the weapon’s replacement requirements. He explained the trade in prices were good until end of year and that many agencies are transitioning to the 9mm handguns.

Firearms Instructor, Chris Paquette, spoke in depth explaining the number of rounds used during qualifying, the size of the handguns, and the accuracy and performance standards necessary for each officer.

Selectman Consentino recapped for Selectman Scanlon the conversation which confirmed it would be better to purchase new handguns rather than repair the aging weapons.

Officer Paquette discussed the need for the number of required magazines explaining they would prolong the life of the gun, and the extras were for training purposes. He confirmed the prices through Atlantic Tactical were good until the first of the year.

After confirming with the Finance Director that the funds were available, Selectman Jesseman made a motion, seconded by Selectman Fogg, to purchase 24 Sig P329 millimeter handguns with the accompanying magazines and hardware, not to exceed $10,201.30. No discussion. All in favor. Motion carried.

Bestway/Casella Waste (Dave Allen, Rick Moriarty and Archie St. Hillaire):
The purpose of the meeting was to review their response to the Request for Bid for Curbside Collection of Municipal Residential Solid Waste and Residential Commingled Recyclables.

Mr. Allen reviewed the following options:

Option 1:  Weekly - Solid Waste Collection          Every Other Week - Recyclables
            Tuesday - East of I-93               Tuesday - East of I-93
            Thursday - West of I-93              Thursday - West of I-93

minutes approved 02-04-16
Mr. Allen explained by implementing the two days, every other week schedule, Casella is able to use a less expensive truck. Selectman Consentino confirmed it would be cheaper to keep the current two day schedule.

Discussion: Bestway said the recycling markets are going down; they will limit the number of free bins. Sel. Dawson suggested 30 and Dave agreed; they don’t collect Styrofoam because there is no market, same with plastic bags - no market; for the safety of the collection employees - they do not accept broken glass. Tim Pearson asked why it costs more to collect and dispose of recyclables than PAYT - that tonnage is much less. Dave explained that you have the same fixed costs for each collection stop; recyclable tonnage has increased and the revenues they receive from recyclables are down.

With no further questions or concerns, Selectman Consentino thanked the Casella representatives for presenting their information, and assured them they would be hearing back from the Board.

**AUDIO/VISUAL INTERRUPTION**

Chief’s Report (Robert Cormier):
The Chief reported after researching the calls volume, and confirming there is supervisory coverage, Cpl. Pinault and Captain Ryan had requested the Chief reconsider his decision and allow the officers to return to the 12 hour shifts, as changing the schedule now would be bad for morale.

Officer Trott was present to voice his perspective, mentioning the officers have a lot of momentum; reports are up, arrests are up, and they come to work with energy.

Selectman Consentino confirmed the Board’s main concern is supervisory coverage.

As the Union Representative, Cpl. Pinault explained that by contract, the schedule must go out to bid, in advance.

Selectman Scanlon asked how to address getting in touch with officers on their three days off. Cpl. Pinault responded: we have voicemail and email...most officers know the time frame for their case loads, we all carry cell phones...it hasn’t been issue in the last three months...if it becomes an issue, we would address it immediately.

After all other concerns were addressed, **Selectman Dawson made a motion, seconded by Selectman Fogg, to allow the officers to return to the twelve hour shifts schedule.** Discussion: Selectman Consentino expects supervisory support from the Captain, Sargent, and Corporal, on all shifts, with no hardships. **All in favor. Motion carried.**

Finance (Tim Pearson, Finance Director):
Tim explained that he had updated the budget from the last meeting and that as things looked now, once the year is closed, it appears at this time that there may be somewhere near $100,000 in 2015 budget money that was not spent this year due primarily to personnel changes and absences. However, there have been many projects introduced at years end vying for some of these funds. The decision for the board is whether to add this money to fund balance, add the items needed to the expense budget for 2016 which would mean having to raise and appropriate money from taxpayers, or simply use some of this unexpended money to defray 2016 expenses and therefore not have to raise as much in taxes. Tim reviewed some of the projects that were previously approved and discussed the figures he had currently for purchasing new guns for the police department. The prosecutor who has been spearheading the project had provided numbers and as a result of working with the prosecutor
and chief, were able to revise the ammunition budget. Tim discussed that with the ammo that can be purchased out of the 2015 budget, we would need to spend $500 additional this year for ammo. Tim discussed the need to keep to case quantities for optimum pricing and that we are getting credit for unused ammo from our existing guns. Selectman Consentino asked what was needed for the ammo line in 2016 which prompted a discussion of what could be expended in 2015 versus budgeted for 2016. Selectman Consentino noted that encumbrances would change the budget for 2016 and not require us to raise and appropriate funds if we were to make these purchases in 2015.

Selectman Consentino made a motion, seconded by Selectman Dawson, to encumber $2,417 for ammunition in 2015. All in Favor. Motion carried.

Tim discussed other items being considered for 2015 expenditures including a new laser handheld radar gun. Selectman Consentino confirmed she was aware of the need and asked what the costs were. Tim stated that we’re able to take advantage of a year end deal, where the regular price is nearly $2,200, but we’re able to purchase for $1,300 prior to 12/31/15. Chief Cormier confirmed the differences in technology between the new laser and the existing wired hand held which was thought to be nearly 17 years old.

Selectman Consentino made a motion, seconded by Selectman Fogg, to purchase the hand held laser radar gun. After some discussion, Motion carried unanimously.

Tim continued to discuss other items under consideration to be paid from the 2015 budget. The Chief and board discussed the Home Beautiful flooring quote for the Police Department which included the administrative area, administrative area bathroom floor, the replacement of broken and cracked tiles in the lobby area, and removal of carpet and replacing with rubber treads on the stairs to lower level. The Chief explained that Home Beautiful had done their other floors and were well versed with the PD and did a fine job for them in the past. After discussion, it was decided to obtain three estimates, and tabling the matter to a future meeting.

Tim continued to discuss other items under consideration including the mechanics of purchasing a cruiser in 2016. Tim said that while our existing lease, that is being paid for from the Special Detail fund, is with Ford Motor credit, we are not obliged to use them. We simply need to shop for the best leasing terms which incorporate both a vehicle, police add-on equipment, and installation. Selectman Dawson asked if it was the finance director’s intention to lease or purchase a vehicle. Tim reminded the board that he had presented a leasing schedule for cruisers that minimized the expense in the operating budget and maximized the expense to the Special Detail fund. Tim confirmed for Selectman Dawson that the plan was to lease the 2016 fully-outfitted cruiser with a portion of it being paid from the Special Detail fund and part from the operating budget. Tim explained that after paying the 2016 lease payment on our existing leased vehicle (which is payment 2 of 3), that there should be about $10,000 that could be used towards a new vehicle lease for the 2016 cruiser, with the remaining $6,000 to be budgeted in the police department’s equipment purchase line. Tim explained that a fully-outfitted vehicle was around $47,000 and that a lease payment was in the $16,000 range, depending upon terms and add-on equipment. Selectman Dawson asked if we’re back to buying a cruiser each year, and Tim confirmed that it helps keep the tax rate as steady as possible, that while there’s no interest expense with an outright purchase, leasing is easier on taxpayers because it’s spread out over several years, and he said the current lease rate he was quoted was 3.49%. Selectman Consentino asked if we should be leasing one now to encumber 2015 funds. Tim said he would investigate. Tim reviewed the leasing cycle and that the maximum exposure to the operating budget should not exceed $32,000 in any given year. Selectman Consentino asked the board what they would like to do, and it was decided that Tim would continue to examine the equipment lease/purchase options and get back to the board. Tim did say that he would discuss with the Chief if there’s a need to increase the equipment purchase line more than the estimated cost of the lease portion that would be paid from the operating budget. Selectman Dawson said that in the past we’ve had several formulas for purchasing vehicles, but we haven’t stuck to them, she cited the lease of three vehicles in 2008 and discussed the pros and cons that caused. Selectman Dawson requested the Chief provide a list of vehicles to include the years they were acquired, their mileage, and how they’re being used.
Selectman Consentino made a motion, seconded by Selectman Dawson, to reduce equipment purchase line by $8,000 to $8,000.

Selectman Consentino made a motion, seconded by Selectman Fogg, to accept the budget

Tim Pearson said there may be changes to the Information Technology (IT) budget - in that it might be going down more. The board asked what the cost of GPS devices in the cruisers would run, Tim said the last time he investigated this, the cost was about $30 to $35 per vehicle per month. He said that if the board wished, he would take another look to see if there’s a more viable (affordable) solution. Tim confirmed the total budget for all departments was $4,929,522 which is a 1.7% decrease from 2015, but he noted that number did not include the warrant articles. Tim again reviewed the list of three expected encumbrances: exterior town hall surveillance, the impound lot fence, and the police department’s new phone system (budgeted in 2015).

Tim went on to review the revenue estimate for 2016 and answered questions for the board. He also noted the board should vote on the Sewer Commission pass-through.

Selectman Consentino made a motion, seconded by Selectman Fogg, to accept the Estimated 2016 Revenues of $1,952,231. All in favor. Motion carried.

Selectman Consentino made a motion, seconded by Selectman Scanlon to accept the Pass-through of Sewer. All in Favor. Motion carried.

Tim brought up the typical funded warrant articles for 2016. He explained that his recommendation was to not fund two of the capital reserves this year, the Island and the Milfoil. The reasoning was that the balance on the Island will be over $60,000 by the end of this year, and that there’s no plan as to how much money we need to make repairs. The Improving Lakes capital reserve (used to control Milfoil) has not been accessed this past year which is requested of the Conservation commission (who are agents for the fund), which was confirmed and discussed by the board. Following discussion, the Board agreed to not place anything in the Island capital reserve fund.

The board discussed sidewalk construction as a purpose being added to the existing Roads, Bridges capital reserve fund. If the change of purpose was approved at town meeting, they discussed adding an appropriation for sidewalk improvement in the capital reserve fund. For every 100 feet of sidewalk to be reconstructed, it costs $1,500 to subcontract out according to Johnny Van Tassel, Tilton Public Works Director. Sel. Consentino suggested putting School Street sidewalk improvements in a warrant article. Sel. Dawson identified the following areas for repair: from Town Hall to the railroad bridge, Town Hall to Mechanic Street, Winter Street, Park Street to Riverfront Place and River Road. It was decided more work and investigation will be made into the capital reserve fund, changing purpose, and monies needed for the work and whether it be budgeted in the public works operating budget or paid from the capital reserve.

Mr. Pearson pointed out that the payments to the Trustees are in process and will be deposited into the appropriate capital reserve funds.

Selectman Consentino made a motion, seconded by Selectman Dawson, to accept the following warrant articles:

- Highway Equipment CRF $35,000
- Roads, Streets, Bridges, CRF $65,000
- Revaluation CRF $20,000

No Further discussion. All in Favor. Motion carried.

Mr. Pearson confirmed the Board had voted on all items. He will make corrections and finalize the budget, removing all internal notes.

minutes approved 02-04-16
Reclaiming and paving of Birch, Westwood, and Ridge roads would cost an estimated $138,000.00.

10 year plan is fluid, although he is moving some items back. Johnny will send changes to the Board.

March Road: the Town of Sanbornton will be doing construction this summer on March Road. Johnny suggested completing the Tilton side of the road and possibly combining the requests for proposals (RFP’s) and trimming the $138k back...consensus of the Board - work with Sanbornton and complete the road project.

Manville Road: Low salt issues on Manville Road is in part due to salt being tracked on from Route 3. There was discussion of the road being a low salt/no salt zone. Selectman Fogg suggested petitioning the Department of Transportation to reduce the amount of salt they spread on Route 3 in that area. Johnny will work to keep the road ice free this winter.

Selectman Dawsons thanked Johnny and his department for their help creating a successful Christmas event. Selectman Jesseman thanked Carter Electric for their donation of time and lights at Vest Pocket Park.

Open Enrollment: All medical/dental insurance renewal forms have been sent to employees and retirees. Full time employees received a separate letter with information about the medical insurance opt out.

Assessing: Loren Martin provided the sales to assessment information statistics to be submitted to NHDRA with the Board's approval. This information is used to set the equalization ratio. Summary of the median sales to assessment ratio is 93.9%. In 2014 it was 100% because of our update. The reason for the change is due to increased sales activity and prices; commercial values have held steady. The Board signed the form.

Upon confirmation that the Land Use Office, E-911, Tilton Police Dept and Tilton Northfield Fire & EMS, had reviewed the plan, **Selectman Consentino made a motion, seconded by Selectman Dawson, to accept and designate 645 Laconia Road (a private way) as “Old Shalimar Road”. Motion adopted unanimously.** There was discussion of the Town's street naming/address policy. E911 has provided the Town with a list of the roads that should be re-numbered to be consistent with the policy.

The Board approved of the new scope of work for continued ground water monitoring of the former Ernie’s site. Credere Associates is the consulting engineer and the costs are paid from the State's Petroleum fund.

Budget Committee Public Hearing notices have been sent and posted - January 27th and February 3rd at 7pm at the Town Hall.

Tax Abatements: There have been 5 requests so far for 2015. The deadline to submit abatement request for the 2015 tax year is March 1, 2016. The Board denied two abatement requests based upon the assessor’s recommendation. Joyce confirmed that the Code Enforcement Officer is aware of their concerns on Vista Heights.

The Board received an update from Rick Silverberg, WRTA on the completion of the fence installation on property abutting the former Ernie’s site. Joyce explained there was some confusion on the number and ownership of locks on the Salmon Run property. The Conservation Commission has keys to the unlock the entrance to the parking lot (which will be closed during the winter months); WRTA, WRBP and Conservation Commission have keys to the bollard and gate. WRTA and WRBP have keys to the new bollard and gate located further down the trail within the railroad right of way.

Selectman’s Reports:
Selectman Consentino reported the tour of the Trinity Church resulted in the church’s interest of community projects with the Senior Center. A visit at the Senior Center, with members of the Trinity Church, will take place on December 18th at 1:00 p.m. All Board members are invited to attend.
It was the consensus of the Board, there would be no Selectmen’s meeting the week of Christmas. It was decided to hold the next meeting on Monday, December 28th at 1:00 p.m.

Selectman Jesseman made a motion, seconded by Selectman Consentino, to recommend the $300.00 “Committee Stipend” for those that were on a committee as a member prior to being a selectmen, and that are not serving as an ex-officio member, and continue to be a member of that committee, are eligible to receive the stipend. All in favor. Motion carried, 3-0-2. Selectmen Dawson and Scanlon declined to vote.

Selectman Jesseman reported the need to resign from the Regional Coordinating Council. He explained he could not represent the Town of Tilton and the Lakes Region Planning Commission, although he has been a member of the Planning Commission for five years, he would still represent Tilton’s interest, however; can not serve in both capacities. A letter of resignation from his appointment to RCC is required. The Board of Selectmen will reserve the right to appoint someone in the future.

Selectman Jesseman gave his meeting report from the Regional Coordinating Council, noting there was solid funding, and an approved longer plan. Regarding the 5310 grant to fund the volunteer driver program - If a bus goes to a residence, they would not be eligible for reimbursement...no decision made yet…

As Chair of the Concord Regional Solid Waste/Resource Recovery Cooperative, Selectman Jesseman gave a brief report from the annual meeting. He mentioned there will be no administrative fee this year as the ash landfill is closed, however; monitoring is still being done on site.

Finance/IT Director Tim Pearson returned to the meeting to confirm that he had made the changes voted on at this meeting and was now ready to send the budget to the budget committee so that they had the weekend to review the budget prior to the Dec. 16 budget committee meeting. He reported the merit lines had been updated and he had updated the list of encumbrances for next year, reminding the board that if we took delivery of a product or service in 2015, it would not be encumbered, but just paid from the 2015 budget. Tim explained also that the Parks Commission authorized up to $3k for the replacement of cameras; and that he would be discussing the new phone system for the Police Department at the next meeting.

Selectman Dawson reported the estimated cost to remove the trees on Manville Road would be between $10,000.00 and $15,000.00.

Non Public - Personnel and Legal Update:
At 9:16 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 10:15 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 personnel, permanently; and until such time as the legal matters could be resolved. On a roll call vote, motion adopted unanimously.

Adjournment:
With no further business to come before the Board, Sel. Jesseman made a motion, seconded by Sel. Dawson to adjourn. All in favor. Motion carried. Meeting adjourned at 10:15 p.m..

Next meeting: Thursday, December 17, 2015 at 4:30 p.m.