Present: Selectmen Chair, Jon Scanlon, Vice Chair, Peter Fogg, Selectman Katherine Dawson, and Selectman Jesseman.
Others: Town Administrator, Jeanie Forrester, Finance/IT Director Tim Pearson, Town Planner, Dari Sassan, and Administrative Assistant, Gayle Bestick.

Call to Order:
Selectman Chair Scanlon called the meeting to order at 4:45 p.m. Selectman Pat Consentino absent. The Pledge of Allegiance was performed.

Approval of Minutes:
After the Board reviewed the minutes of 11/29/18, correcting on page 2 under Budget Committee Chair, an alleged comment; on page 3 adding under PD Report/2018 Budget where Selectman Dawson asked the Chief if residents with their own driveway should be issued placards; and also on page 3 under 2019 PD Budget under discussion followed, adding more detail of the Chief not needing an 8th officer when we hired three dispatchers. Selectman Jesseman moved, seconded by Selectman Dawson to accept the minutes as corrected. No discussion. All in favor. Motion carried.

Motion To Unseal Non Public Minutes:
The Board was scheduled to review and unseal three sets of non public minutes where the matters had been resolved, however; after a brief discussion it was decided to better transcribe those minutes for clarity.

Acceptance of Donation:
Selectman Scanlon moved, seconded by Selectman Jesseman to accept the $100.00 donation made to the Senior Center from Joe and Sandy Plessner. No discussion. All in favor. Motion carried. Thank you to the Plessners!

2019 Administrative Budget (Tim Pearson):
Tim reported on the following:
- Less-Lethal Weapons System: there is money in the budget, therefore; no need to raise and appropriate the funds next year.
- 2019 PD Budget Change: adding $2,000 in revenue for polygraph exam fees. The expense is broken out between $1,000 for investigative expense and $1,000 for training.

Discussion of the weapons system will be tabled and the matter be brought up with the Chief at a later date.

Administrative Budget Discussion:
Tim discussed changes to the budget noting the salary items would be discussed in non public; the town report expense is moved to the printing line, and the merit raise pool needs to be moved for the Finance Director to transfer the budget from merit line into the appropriate salary lines.
Tim talked about the maintenance and repairs lines noting Town Hall electricity being over budget; water and sewer had also gone up. After a brief discussion noting the increase in the maintenance and repair line, specifically for Town Hall, it was the consensus of the Board to delay repointing of the bricks at Town Hall for a year, and remove the $22,000 expense.

Jeanie reported she had spoken with an LED lighting contractor who plans to come and access the towns buildings electricity needs.

In conclusion, Tim reported the maintenance and repair line would be down $14k from the 2018 budget.

**Non Public Session:**
At 5:37 p.m. Selectman Scanlon made a Motion, seconded by Selectman Jesseman, to enter non-public session, as per RSA 91-A:3 paragraph II (a): The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.

On a ROLL CALL VOTE: K. Dawson yes P. Fogg yes J. Jesseman, yes J. Scanlon yes

At 6:26 p.m., Selectman Jesseman moved, seconded by Selectman Dawson to seal the minutes as they pertain to personnel, permanently. All in favor. Motion carried.

**Town Planner Report (Dari Sassan):**
Dari presented his update to the Board reviewing the following:

- **18 Bittern Lane/MB Tractor Site Improvement Bond:** Dari explained the Planning Board's conditional offer of approval carried several stipulations including a bond requirement to cover site stabilization and proper installation of stormwater management controls, as well as a DOT driveway permit. After much discussion **Selectman Jesseman moved, seconded by Selectman Dawson to approve the Site Improvement Bond for MB Tractor at 18 Bittern Lane. Discussion, All in favor. Motion carried.**

- **Driveway permit discussion:** Dari explained the need for the Town to submit the driveway permit application for increased use at 18 Bittern Lane, noting the expansion is for a cold storage building. There was discussion of the pavement and if it could withstand the heavy equipment traffic and, what is DOT requiring for the permit. Dari suggested he could meet with the Public Works Director and assess the wearing course and binder course of the road. Selectman Scanlon talked about it being the Town's road, which is maintained by the town, and if there would be any interest from MB owning the portion of the road at the end of the town's deeded property. Dari will pursue the matter with MB, therefore; no action taken on the application until we hear back.

- **DOT Ten Year Plan:** Dari reported he had received positive feedback from Lakes Region Planning Commission that the Main Street portion of our project appeared at the very top of their ranked list of potential projects, from throughout the Commission's 30-town region, with scheduling approximately 10 years out. Following DOT's review, it was recommended by LRPC that we divide our proposal into 3 stand-alone applications, which has been done. After further discussion, Dari explained the need for a letter of support to move forward with the 10-year plan. It was the consensus of the Board to authorize the Town Administrator to send an email to LRPC documenting support of the Board of Selectmen to move forward.
• **LRPC Letter regarding cell phone service:** Dari explained the need for a letter of support to resolve the issue with the FCC and the incorrect cell service coverage maps. **Selectman Jesseman moved, seconded by Selectman Dawson to allow the Chair to sign the LRPC letter. No discussion. All in favor. Motion carried.**

Dari reported the Land Use office underwent an audit conducted by the NH Office of Strategic Initiatives of its procedures on regulating development in the floodzone. The auditors expressed approval of our procedures and recognized the good work the Code Enforcement Officer and Dari are doing. There was discussion of 96 East Main Street where cars are parked. Dari confirmed they were not parked in the ground water protection district. Selectman Fogg believes they are, and asked to check with DES for any best management practices for car storage/auto dealers. Dari will provide documents regarding that information. He will also provide for the next meeting, the Building Inspectors quarterly report.

**Town Administrator Update (Jeanie Forrester):**
Jeanie reviewed the following items:

• **Birch Hill Kennels Contract:** the Board had asked for information on the cost for animal control support. Jeanie reported a stand alone contract for such support would be $750/month or $9,000/year based on information received from the police department of 226 animal complaints on record as of 12/10/18; total contract price would therefore be $14,500.00. After a brief discussion, **Selectman Dawson moved, seconded by Selectman Fogg to renew the Birch Hill Kennel confinement contract only for $5,500.00. Discussion: there is a line item in the budget. All in favor. Motion carried.**

• **Tuscan Hill parking lot lease:** Jeanie confirmed the lease runs from April 2018 through March 3, 2019 and there is $706.00 due. **Selectman Jesseman moved, seconded by Selectman Scanlon to release the check for the parking lot lease amount due. Discussion: Selectman Dawson disagreed with the process of this entire matter. All in favor. Motion carried.**

• **Site Visit to discuss removal of debris from the Riverfront Park dam to the former Ernie’s Site:** Jeanie reported a member from NHDES Shoreland Protection would be available after the first of the year to walk the river and discuss. She will let Selectman Jesseman know the dates and times.

• **Meeting with area Selectmen and Council Members:** Jeanie reported she had met with Franklin and Northfield Administrators to talk about collaborating with Tilton. She suggested a formal joint meeting with the Northfield Selectmen and Franklin council members to discuss how the towns work together. The Board would be interested.

The Board signed the PAR (personal action report) form for Marina Sumner who was selected to fill the position of Budget Committee secretary. The Board also signed a congratulatory letter to Winnisquam Regional Middle School for their Blue Ribbon and Gold Circle awards.

Jeanie distributed a draft copy of the Meeting Procedures and Standards of Conduct document for the Board to review. Discussion will follow at a future meeting to finalize and adopt the document.
Selectmen’s Reports:
Selectman Scanlon:
Jon reported the Budget Committee had met with the representatives from the Pines Community Center noting a huge improvement from prior years; they have grants coming in, more teen involvement and have established a capital reserve fund. He encourages everyone to watch the Budget meeting video of 12/12/18 to obtain the information.

Selectman Jesseman:
Joe reported the Pines Christmas breakfast was a huge success, great food; alot of fun.

Selectman Dawson:
Katherine suggested reminding Chief Cormier of outstanding matters from the November 29th meeting to be addressed at next weeks meeting. Katherine spoke about taking the town car off line and making it a detail car for the PD. She spoke about returning to the policy of employees turning in mileage when using their own vehicles; although there is one employee who receives a stipend which would need to be considered. It was suggested to check with the mechanic on what is would cost for maintaining such a vehicle, as well as checking the mileage log. Future discussion needed.

Adjournment:
With nothing further, Selectman Jesseman moved, seconded by Selectman Dawson to adjourn at 7:44 p.m. All in favor. Motion carried.

Next Meeting:
Thursday, December 20, 2018