

Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	May 11, 2011 at 17:40
Transcribed By:	Kathy Tobine	Place:	Tilton School, new Academic Building, School Street, 2 nd Floor, Room 213, Tilton

Commissioner Auger called the meeting to order at 5:40 PM.

Present: Commissioners Tom Gallant, Paul Auger and Patrick Clark; Chief Brad Ober, Deputy Chief Mike Robinson, Treasurer Roland Seymour and Captain Bob Bousquet.

Minutes

April 4th Public

Commissioner Gallant made a motion to accept the minutes as printed. Commissioner Clark seconded the motion. There being no discussion, vote was taken. Minutes were accepted unanimously.

April 20th Public

Commissioner Clark made a motion to accept the minutes as printed. Commissioner Gallant seconded the motion. Discussion: Commissioner Clark stated that on page 2 under Chief's Evaluation he spoke with the Chief today for clarification. There is some confusion there that there is Goals & Objectives that the Chief is going to put forward that the whole department is going to be working on and we have the evaluation that the Commissioners are going to use to evaluate the Chief. He wanted some wording in there reflecting that. He would like the following wording added: Commissioner Clark is going to come up with a proposal for the Commissioners to use in evaluating the Chief. Both Commissioners Gallant and Auger agreed with this. Commissioner Clark stated there is a typo under non-public on page 7. There being no further discussion, vote was taken. Minutes were unanimously accepted as amended.

Correspondence

A letter was received from the Glen Smith in Northfield regarding the request for a joint meeting to discuss dispatch fees.

Chief Ober had written a letter to the Tilton Board of Selectmen regarding the donation of two generators being replaced at NH Veteran's Home to the Fire District by Turnstone Corporation. Commissioner Clark asked if we received those would one be placed at Center Street and one at Park Street. Chief Ober replied it would. Commissioner Clark asked if we had received a response from the Tilton Selectmen regarding the request by Turnstone Corporation to waive the building permit fee for the donation of the generators. Chief Ober replied they are not meeting until tomorrow night. Discussion ensued.

A letter was received from the Local Government Center with a copy of *Knowing the Territory – A Survey of Municipal Law for New Hampshire Local Officials, 2011 Edition*. Commissioner Clark asked if this was what they would need for the seminar they are taking. Commissioner Gallant replied that they would receive whatever materials were needed for the seminar that day. Chief Ober told them that Kathy has the copy of this publication in her office.

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Public Comment

There was no public comment.

Treasurer's Report

Roland stated that they have received the packet and he has passed out the Cash Flow Report.

Account Balances as of May 11th

1000 Apparatus & Equipment Replacement Fund	\$575,331.71.
Commissioner Gallant asked what we are expecting to spend on the new ambulance. Chief Ober replied \$185,000.	
1002 Debit Card Account	\$4,923.03
1003 Operating Budget Account	\$128,852.89
1004 Payroll Account	500.00
1005 Land & Building Fund	\$216,579.88

Operating Budget Account

Roland reported the figures are as they are. Northfield has paid their one quarter and Tilton has been paying monthly as requested. Commissioner Gallant asked what was charged to Account 720. Roland replied that money was encumbered last year's budget. Commissioner Gallant asked if there was another way to reflect that. This is basically against the surplus so that is where it should be charged. Roland stated this is where it was posted so this is where it shows up. Commissioner Clark asked if this was left over money. Commissioner Gallant stated it was not left over money. This was from the warrant article last year. They encumbered the funds which mean that it is carried over to next year. That's why when it was dispersed it shows up here. Commissioner Clark asked where this was going to be moved to. Roland said he doesn't know at this time. He will take care of it.

Apparatus & Equipment Replacement Fund

Roland stated first line item, the \$109,869.67, is four months worth of postings. It's running at least \$20,000 a month. The month of April was \$36,000. Now come October we will have an adequate balance in there. Commissioner Gallant responded you are expending \$2,700 less than what you are raising so it's prudent to think that if everything came in that way the balance you are showing currently you will show that at the end of the year. In effect what that fund is supposed to be doing, it is doing.

Commissioner Gallant asked Chief Ober if he sees any account that we are way ahead on. Chief Ober replied that the only thing he has put the brakes on is training overtime. Commissioner Auger asked how we were doing with the training budget. Chief Ober replied that monetarily we are on a par with years past.

Roland passed out the Cash Flow Statement. He stated that he doesn't feel we need the line of credit with Franklin Savings Bank. If you look at the top left of the sheet, the beginning balance was \$261,953. The encumbered funds from last year are included in that amount. Following that line across November looks tight but if you look at December we are okay. Commissioner Clark asked if we needed the TAN. Roland replied he doesn't believe we need to go through the exercise. Tilton is diligent on making their monthly payment. Commissioner

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Gallant stated he believes we should do that. Discussion ensued. The Commissioners unanimously agreed that Roland would apply for the line of credit.

Chief's Report

Chief Ober reported that Kathy wanted him to pass on that she is working on the calendar to get posted on the web page. He passed out the example of what it will look like. She is working with Tim on that.

Chief Ober went over his activity report. Nothing really stands out on that. It is pretty much normal stuff. He will be taking two vacation days tomorrow and Friday. A bunch of stuff is going on including the preparation for open house. Commissioner Clark asked if there was anything they could do to help out with the open house. Chief Ober replied they could come, shake hands, etc. Commissioner Clark stated this was for trying to pick up extra people and wanted to know if they should encourage people to come. Chief Ober replied absolutely. Commissioner Clark wanted to know what ages should apply. Chief Ober replied anyone 18 or older.

Chief Ober reported the Rural Development Grant application is ready to be submitted.

Chief Ober reported the Auditors made comments about our petty cash when they did the audit. There is nothing wrong with it. He and Kathy have talked about it and can't see where we really need it with the debit card. We are just going to spend it down and not replenish it. Commissioner Gallant stated that goes way back to before we had the debit card.

Chief Ober reported that at the Officers Meeting this week a question about the lettering color scheme on the apparatus was brought up. It turns out nobody likes the current color scheme. Commissioner Clark asked if they were going to change everything out. Chief Ober stated no. They don't have the money. Deputy Robinson explained they will be starting with the new ambulance. The door seal stays the same. It's just the lettering with the fade from red to orange. Commissioner Auger stated it is not the color of the apparatus, just the lettering. Deputy Robinson explained it was just the lettering where it fades from red to orange.

Commissioner Gallant asked Chief Ober about the USDA Rural Grant application. Chief Ober explained that this is for the radio boxes. Commissioner Gallant asked if it had been submitted. Chief Ober explained it is ready to go now that the minutes of last month's meeting have been approved.

Chief Ober reported the telegraph fire alarm system is on schedule to be discontinued on July 1st. They are working with the companies that are still on it to switch them over. That seems to be going well.

Chief Ober reported he is waiting to hear back from the Tilton Selectmen about the work session on the 25th regarding the funding.

Chief Ober stated the work continues at Center Street with reorganizing and getting it put back together. He reported they are working in the apparatus bay.

Chief Ober stated they have a memo from him regarding Comstar. There was a question at the last meeting regarding the write off amounts. You will see the breakdown. There is the Tilton resident total, the Northfield resident total, the total resident breakdown, the non-resident total and the total write off for 2010. At some point in the future he feels they should look at the

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procedure. He does not feel comfortable writing off that amount of money. Commissioner Auger asked what kind of write offs he's talking about. Chief Ober explained that everything has been exhausted as far as collections. Either a hardship case has been submitted, a resident submits because they don't have insurance so that's an automatic write off. Commissioner Gallant stated you are not really writing off \$77,000. You are giving up on \$25,447.16. Chief Ober replied it is still a lot of money. He doesn't feel he should be the one making that decision. Commissioner Gallant replied that he would be happy to sit with him to make that decision. For years he did it. He doesn't feel the Chief should put himself in a position and he doesn't feel a Commissioner should put himself in the position. Commissioner Clark stated it is about 22 percent of the total. Commissioner Gallant stated they never budget the Tilton-Northfield residents. Discussion ensued. It was decided that Comstar would be asked to come to a meeting to discuss how the billing process works.

Chief Ober reported the NH Veterans home has two major projects that are just about to start. Wal-Mart plans are in for review. Spaulding Youth Center is progressing. Belknap Subaru plans are in for review.

Commissioner Auger asked about MB Tractor. Chief Ober reported he met with them to go over some site plan questions he had. They are in the very early stages of that project.

Chief Ober passed out the color print of the brochure they are using for recruitment and the open house.

Chief Ober went over the Incident Type Period Comparisons. This is the monthly breakdown of calls compared over the past three years by call type.

Commissioner Gallant asked how our schedule has been affected by multiple calls at the same time. It seems we are getting an awful lot of that and he wanted to know how we were dealing with it. Chief Ober stated he is revising the station coverage procedure. It isn't really spelled out on where they go, what they do, how long they stay, etc. They have bashed around a bunch of ideas. They have heard what his intent is. In a nutshell, what he wants them to be able to do is one call guy comes in for coverage when the ambulance goes out. He wants that call guy to come to Center Street and become a crew of two with the Engine 3 guy. Currently they just come to Park Street and the guy at Center Street is by himself still. We have two EMS people come in. If the duty crew is going to be out for a long time on a call or numerous calls, they want the ambulance to come to Center Street. If two firefighters come in, we want them to come to Center Street and cover from there. Center Street has much better accommodations now. The television is there, it's warmer, it's comfortable. What they are trying to do is get headquarters. They are also trying to make another crew. If people are separated and not together operations become a lot more difficult. He's trying to put all that on a single page. They are getting it. It's starting to happen. Commissioner Clark requested Chief Ober collect the information for a presentation. Response time should be better. He feels this is important data to look at to determine if they will need to eventually add another person at some point in time. Chief Ober replied they will have all kinds of data to support that. Commissioner Auger stated having the call company come to Center Street is a good idea.

Commissioner Gallant asked what they were going to do about Comstar. Chief Ober replied he will contact them to see what they have for a schedule. Commissioner Gallant stated Paul and Pat don't know how it works. That's a problem because the three of them are supposed to be running the fire department. He knows how it works. He thinks it would be prudent for

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them to come in and give a presentation as to what happens from the time you deliver a person until the time you collect it. It has been changed and modified over the years to try to write off less and that's worked. They do more aggressive billing now, more aggressive second and third follow ups, the letters, all of that type of thing. He's been exposed to probably three different people over the years with Comstar. They are articulate. They know what they are talking about. They know how to make a presentation. They don't talk way over their heads. Commissioner Auger agreed with that. Chief Ober stated one particular thing we have started to see is the insurance company is sending the payment to the insured and the insured is not paying the bill. Legislation has been submitted and is pending for the insurance company to pay the bills directly to the vendor. Discussion ensued. It was decided that the meeting with Comstar will be a work session.

Fire Prevention Report

Captain Joubert presented his fire prevention report. He has been doing fire prevention for the past two weeks, job shadowing the Chief and learning a lot. They had a total of 39 activities in the month of April. They are broken down by inspections and types. There is a fee attached to each of these inspections but they are just generic fees that are in the system. They will be updating those with the fees that we charge. Commissioner Clark asked when that would be happening. Captain Joubert replied he is playing catch up and trying to get as much information as he can. Obviously that is a goal. The last page is a bar graph showing the breakdown of the types of activities that we have done. According to the Chief the month of April was kind of slow.

Commissioner Auger asked about the hours. He noticed that some are .50. He wanted to know why some of them have no hours. Captain Joubert explained that some times they didn't get logged in. He is still learning fire prevention. Commissioner Gallant stated that there were several inspections for the same time on the same day at Tanger Outlet. Chief Ober explained that a lot of these were follow ups. Commission Gallant stated that the hours will never jibe then. Chief Ober agreed they wouldn't. There is a feature in FireHouse where you can put in a start and end time. Commissioner Gallant recommended they zero the fee schedule. Chief Ober stated it is on the list of things to do. Commission Auger stated that none of the money fees were correct at this time. Commissioner Clark asked if they can back in the information once the put the fees in. Chief Ober stated he didn't know. They are still learning new things everyday about FireHouse. Discussion ensued.

Commissioner Gallant asked where on the report it lists working with proposals such as MB Tractor. Chief Ober replied that wouldn't show up on this report as they are not logged into the system yet. Eventually those will be logged in as well. Discussion ensued. Commissioner Gallant recommended that this is documented. That whenever it is appropriate a memo be drafted and sent to the Planning Board. It was clear that they want to work with the Department. It's reflected in their minutes that this is one checkmark needs to be put on each of these. Commissioner Auger asked that a general idea be kept of how much time they do spend working on a job like that.

New Business

Purchasing Requests

Chief Ober presented two purchasing requests.

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- The first is to purchase two budgeted nozzles with tips. Commissioner Gallant made a motion to authorize the purchase of two 1-1/2" TFT smooth bore nozzles with 15/16" tips for a total of \$870.15 as presented on the memo dated May 2, 2011 from IPS. Commissioner Clark seconded the motion. There being no discussion, vote was taken. Motion passed unanimously.
- The second is to purchase a Res-Q-Jack. It was budgeted under Rescue Equipment. This company has the franchise rights for New England. Commissioner Gallant stated this is the same one Franklin has. Commissioner Clark made a motion to purchase the parts from Firematic for the quote dated 5/11/2011 for a total of \$5,494. Commissioner Gallant seconded the motion. There being no discussion, vote was taken. Motion passed unanimously.

Vacation Request

Chief Ober presented a request from Lieutenant Ames requesting he be allowed to carry one week of vacation past his anniversary date to be used by the end of August. Commissioner Clark asked the protocol on this. Commissioner Gallant responded they have to approve it. Commissioner Gallant made a motion to approve Lieutenant Ames request to carry one week vacation to the end of July or the end of August maximum. That would be roughly two months, his anniversary being July 7th. Commissioner Clark seconded the motion. There being no discussion, vote was taken. Motion passed unanimously.

Old Business

MOU

Chief Ober reported they met last Tuesday with all of the players present except the school. Commissioner Gallant reported that everybody is in agreement with the concept. The school does not set this as a high priority. She is dealing with a lot of other things. They feel confident that she is in agreement with the whole. Commissioner Auger asked what was meant by the concept. Commissioner Gallant explained that is the way it should be handled to simplify it. Joyce is drafting the MOU and it should be completed in another week or so. Commissioner Clark asked if they will get copies. Chief Ober replied yes.

Dispatch Payments

Chief Ober stated they have the letter from the Board of Selectmen from Northfield. Commissioner Clark stated he thought they had already covered that. He thought we were going to let them know we hadn't made up our mind and invite them to a meeting. Commissioner Gallant stated they did. We invited them and they gave us their response. Tell us what your thoughts are and then we'll come over. Chief Ober stated they want to know your position before walking into the meeting. Commissioner Gallant stated the fact of the matter is we have explained to Glenn, who we hope conveyed it to the Board of Selectmen, it's been explained that it is the way it is because of... If it is to be changed this is what has to happen... It was clear that we wanted to sit down with them and altogether have you review that again so everybody understood it and then we can discuss what everybody thinks is fair. Commissioner Clark stated that when it first came up he felt that we should be treated like a District and it should be treated like a District bill. After finding out at the last meeting that we are not the only ones being impacted this way, there are several combined fire departments. It really is over our heads. Lakes Region Dispatch has to be a part of it and the town fathers have to be a part of it. That's not a bad memo to send off. There are a lot of other

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departments that are multi-town fire departments and we are all in this agreement from day one and it is complex. Commissioner Gallant stated that has already been explained. Commissioner Clark asked where we go from here. Chief Ober stated he didn't know. Discussion ensued. It was decided that another letter would be sent to the Northfield Selectmen requesting a meeting. Commissioner Gallant said the letter should start out by indicating we want to meet with them on the issue of Lakes Region Mutual Fire Aid and the allocation of payments issue last year with their Budget Committee. Let them know that we want to formulate our thoughts together and decide mutually if things should be changed. It's important to explain to them that what we have is unique but not one of a kind. In that same organization it's not one of a kind. We should be able to discuss that and explain the other ones. Commissioner Gallant said Commissioner Clark picked that up in one of their other meetings. Commissioner Clark stated he did and that shed a different light on it for him. He thought we were an anomaly and we are not. There about four different arrangements like that. Commissioner Clark brought up the school system. The only way they were able to straighten that out was to deal with the State law and eliminate that. The only way to get this straightened out is to deal with this at Lakes Region Dispatch as it is a unified agreement. Chief Ober will make a phone call to Dispatch. He will write a letter to the Selectmen and invite them in. Commissioner Gallant said it only makes sense to him. The issue is so complex that they start at the beginning, as a group, you become informed and then mutually talk about things.

Formula Review

Commissioner Clark stated we are inviting both boards of selectmen. Yet it only came up in Tilton as a request. Chief Ober stated for the work session on the 25th he was only informed to invite Tilton as they requested it. He thought their discussion was that if in fact it was to go toward a change then you would invite Northfield. Commissioner Gallant said Tilton Selectmen suggested we answer some questions for them. We invite them, they come in, we answer their questions and we find out whether maybe we should be addressing this. If they are not satisfied and they feel it needs to be addressed in another manner then at that point we invite Northfield to come in. Chief Ober stated that basically that is what should have happened last fall.

Commissioner Gallant stated this is another example of the Board needing to have it explained to them why it is the way it is. When that is explained and they have questions about the number of calls here and so forth, we can answer all those questions for them. If they decide it needs to go further, I don't think anyone objects to getting together with both Boards. If they say they are satisfied, then why address it. Commissioner Clark feels it would be a good idea. Chief Ober stated when they get the meeting set he will invite them.

Other

Commissioner Gallant brought up Commissioner Clark's meeting with the Selectmen of Tilton on the topic of the formula. Commissioner Clark stated he would be glad to meet with them on that. Commissioner Gallant stated he was talking about him alone. He got the indication today that he had called Tim about that. Pat had said something to him about it. Commissioner Clark stated he had called him up to get some background information so he could study it before the meeting. He hates going into a meeting and having a stack of stuff handed to him and say let's talk about it. Commissioner Gallant assured her it would be the three Commissioners.

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Non-Public Session

Commissioner Clark made a motion to go into non-public Session per RSA 91-A:3, II(a) to discuss personnel issues at 18:45 P.M. Commissioner Clark seconded the motion. There being no discussion, roll call vote was taken: Commissioner Pat Clark, yes; Commissioner Paul Auger, yes; Commissioner Tom Gallant, yes.

At 18:45 P.M. they have gone out of public session.

There being no further items to come before them in non-public session Commissioner Gallant made a motion to go out of non-public session at 19:35 P.M. Commissioner Clark seconded the motion. Roll call vote was taken: Commissioner Pat Clark, yes; Commissioner Paul Auger, yes; Commissioner Tom Gallant, yes.

At 19:35 P.M. they are back in public session.

Commissioner Gallant made a motion for the minutes of the non-public session of April 20, 2011 to remain sealed as they deal with personnel issues. Commissioner Clark seconded the motion. There being no discussion, vote was taken. The motion carried unanimously for the minutes to remain sealed.

Old Business continued

District Clerk

Commissioner Clark brought up Katina Lemay coming in to discuss resigning from her position as District Clerk. They need to decide how they are going to deal with that and doing their duty in appointing an alternate until the election next year. Chief Ober brought up that Katina agreed to stay in her position as long as Kathy continued to attend the meetings and do the minutes. He wanted to know if that was an option. Commissioner Clark is not comfortable with that. She expressed the need to want to move on and the by-laws state that the Clerk takes the minutes. He thinks they should appoint another Clerk and get on with it.

Commissioner Gallant stated that what she said was step down. She will only do it if she can continue to do it the way she has been doing it. Whoever he finds he will disagree with the whole thing. Commissioner Clark asked him with appointing a Clerk. Commissioner Gallant replied yes. The only appropriate person to take the minutes is the Administrative Assistant. That works well. He doesn't see anything else working well. The minutes that Katina gives for the annual meeting are adequate. Commissioner Clark stated she doesn't want to do it. She doesn't have the time. She will stay on as long as we need her to.

Commissioner Clark stated he thinks they should nominate somebody or put it out.

Commissioner Gallant asked him who he had talked to. Commissioner Clark stated he had talked to two people to see if they were interested. Not many people are interested.

Commissioner Auger asked him if he had found anybody interested. Commissioner Clark replied he left word for Kathy Yeo. He asked Liza Conde if she could come up with any names because she does minutes in all kinds of places. She told him she wasn't interested but he might want to talk to Kathy Yeo. He left a message for her but hasn't heard back from her.

Deputy Robinson asked how we got to the point where Kathy can't do this anymore.

Commissioner Gallant replied the by-laws committee headed by Pat made it by-law.

Commissioner Clark stated that issue didn't come up. It wasn't his issue but it got voted on

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and that's the way it went through. Deputy Robinson commented on how many years they come to these meetings and turn to the Administrative Assistant and said this is what you need to do and how important it was to have them there.

Chief Ober threw out for their consideration that whoever the Administrative Assistant is being involved. Having the person having the pulse of the books, the day to day ops and all that stuff going on sit there at the meetings is a good benefit to have.

Commissioner Clark personally stated he was disappointed in Kathy's feedback that she would not do the minutes unless she could do them the way she does them now. Chief Ober said you have to take that from her perspective. If she challenged you at the Department of Labor, the Department of Labor would side with her. That's his personal opinion. He doesn't know what the actual thing says. Take it from her perspective. You were paying her overtime then you were saying we are not going to pay you overtime we are going to pay you a stipend. That's her perspective on it.

Commissioner Clark stated his initial feeling is they have to get a Clerk. They need to get somebody in there. Then they just follow whatever the by-laws say. If they can get Kathy to be a part of that it's fine. He's not pleased with her saying she wants to do it the way she is doing it now. He was very offended by that. Chief Ober stated he shouldn't take it personally. It would be like asking any one of our other employees to do something like that.

Commissioner Clark stated it's not a little bit. We were going to pay \$25 per hour which is comparable to what she's getting paid overtime. Chief Ober replied that wouldn't go toward her retirement. Commissioner Clark stated that doesn't do all that stuff. Chief Ober replied that is between you and her. Commissioner Gallant stated he understands completely what you are saying. Chief Ober stated he was just telling them how he interpreted her comments. Commissioner Clark stated she is a great person. All the stuff you talked about is valuable. Her knowledge is very valuable. He is disappointed in her not getting the minutes out within five days. Commissioner Gallant asked him if he read them. Commissioner Clark stated he does occasionally and it's nice to get them soon after so his memory is still there of what went on in the meeting. He talked to Liza. He put a phone call in to Kathy Yeo. He talked to Rosemarie Welch and she's not interested. He talked to Vickie Hussman, the Assistant Town Clerk in Northfield, and she expressed that she might be interested. He doesn't know if there are other people.

Commissioner Gallant stated if he had his way they would keep doing it the way they have been doing it. Katina would be the Clerk. Commissioner Clark replied that Commissioner Gallant Katina said she would not be the Clerk have Kathy do the minutes as the Assistant Clerk because she didn't want to take that responsibility to accept her minutes. Kathy said she would only do it if she could continue to do it as she has been right along. That's out of line from the by-laws. Commissioner Auger stated he didn't know if it was the right thing to do to get somebody who works for the town to come in and take the minutes. Commissioner Clark said there is nothing in the by-laws that says they can't. He doesn't know if that is so far out of line to have a Deputy Town Clerk. The reason he thought of her is she has a mind set on how the whole thing works.

Deputy Robinson stated it has been vital for the Administrator to be here for some 30 odd years and what a better excuse to keep her in the meeting than paying them to do minutes. Commissioner Clark stated he doesn't think it's the end of the world. It's nice with her history

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and her knowledge is very valuable. All he knows is that when the Clerk gives us her resignation, it's our job to appoint a new one. That's issue number one. Issue number two is how do we figure out the meeting minutes. That needs to be explored. Commissioner Gallant stated the whole by-law situation stinks. It doesn't work. What Mike is pointing out is if it doesn't work change it. Commissioner Clark stated it needs to be changed by vote at District meeting. Commissioner Gallant asked what would happen if they continued to do it the way they have been doing it. Commissioner Clark stated they have to do things in accordance to the by-laws. Commissioner Gallant stated you can't find anyone to do the job so what are you going to do. Commissioner Clark replied they have one interested and they have another one that he hasn't heard from. It's only for the year until March. If you want to amend the by-laws to be something that comes up to be voted on we can certainly do that too.

Commissioner Auger stated that his feelings are that Kathy is very valuable here. He doesn't know how many hours she gets every meeting. It can't be a whole lot. It's not like she's making thousands and thousands of dollars. If you want to get a Deputy Clerk if you can find one, then find one. I still think Kathy should be here. The money she makes is very minimal. Deputy Robinson stated that just to be clear; when Kathy comes to the meeting you are paying her time and a half. When the Clerk leaves the meeting and goes back to her house you are going her \$25 an hour to type it. Commissioner Gallant stated it takes about one and one-half times to type it. If a tape is three hours it will take them approximate four and one-half hours to type it. Kathy swallows that up in a normal day. Commissioner Clark stated he doesn't know what Kathy charges. Chief Ober stated she does the minutes during her normal day. Commissioner Auger stated she more or less does the typing on our time. Commissioner Clark stated he asked Liza how she does. She told him she goes to meetings and has her lap top and takes quick notes. Commissioner Gallant stated this is what Kathy does. Commissioner Clark then went on that she goes back and types it up. Listens to it very quickly and tries to do it from recollection. He then called the Water Company to see what they do. They have one of these machines there and give it to their Clerk. She just types it up from listening to the tape. She doesn't even go to the meetings.

Commissioner Gallant stated that as Kathy is listening to the tape and typing the minutes up there are certain things she takes note of that need to be taken care of. That's the trigger that starts all of this. You do that at home you can't do that interface. Chief Ober stated he is forever asking her.

Deputy Robinson asked if Katina didn't say if it could stay the way it is she could handle it. Commissioner Clark said he doesn't mind getting a legal opinion on all of this, to see if there is a way they could work around all of this. Chief Ober stated on the by-laws. Commissioner Clark stated yes. This is a misnomer. It doesn't seem to be working out. Is there a way around it? He would rather do it that way. He feels very uncomfortable not doing it according to RSAs. Commissioner Auger stated that if Commissioner Clark wanted to look into the legal they can discuss it at the next meeting. Chief Ober commented to see if there is a provision for this. Commissioner Clark stated that Katina is telling us she is out of here. Commissioner Gallant stated that unless it can stay the way it is and then she would stay and finish out the term. Commissioner Clark stated he would not be in favor of her staying on as she doesn't want to do it.

It was decided that Commissioner Clark will get a legal opinion on whether the Deputy Clerk must be a resident of the District. Based on the by-laws does the Clerk have to do it or can

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they appoint a Deputy Clerk. Chief Ober stated that the Clerk has to be a resident of the District as they are an elected official. Commissioner Gallant stated that he would appoint the Clerk and then they wouldn't have to be a resident of the District. Then you are free to do whatever. The question then begs that they be appointed. Commissioner Gallant is to provide Commissioner Clark with a list of questions.

Commissioner Clark stated that Kathy is the heart of the whole thing. That is what he is hearing. He also thinks they should appoint someone to fill in for Katina. Commissioner Auger stated if they can do that and keep Kathy that would be good.

It was decided to wait before appointing a new Clerk until they hear from the attorney.

Adjournment

Commissioner Gallant made a motion to adjourn. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Vote was unanimous to adjourn.

The meeting adjourned at 19:50.

Respectfully submitted,

Kathy Tobine
Administrative Assistant

Next Meeting Date, Time, Place: June 15, 2011 at 17:30. Meeting to be held at Tilton Town Hall, 257 Main Street, Tilton.