

TOWN OF WILTON
SELECTMEN'S MINUTES

Date: September 26, 2016
Time: 6:30 P.M.
Place: Town Office
Present: Chairman Kermit R. Williams and Selectmen William F. Condra. Town Administrator Scott Butcher and Recording Secretary Pamela Atwood. Selectman Daniel E. Donovan, III was absent.

The meeting was called to order at 6:30 P.M. by Chairman Williams.

Energy Committee Pellet Boiler Update

The Energy Committee was first on the agenda to discuss the possibility of a pellet boiler for the Town Hall. The following members were present: John Zavgren, John Shepardson, Alison Meltzer and Rick Swanson. Rick Swanson asked how committed the Board of Selectmen is for energy conservation and renewable energy. He stated that there is still money left that wasn't used for the insulation and the Court Room floor, and this problem really needs to be solved. John Shepardson spoke about the logistics of getting insulation under the floor. Alison Meltzer said that the proposed North End renovation project will be totally gutting the back end, but this floor is precious. Rick asked that the Selectmen take another look at the Energy Audit prepared by Margaret Dillion; it had to do with the health of the building, the mold issue for example. Town Administrator Scott Butcher asked how much money was left. Rick said approximately \$25,000 for insulation. Alison stated that the Energy Committee really needs direction on the pellet boiler proposal. Since last year's Warrant Article didn't pass, does the Select Board want the committee to go forward? Chairman Williams state that there is a need to change the heating in North End; we need to upgrade the system before it fails. Currently the system is inefficient; he thinks a pellet boiler is a great idea. This time around the Energy Committee needs to work closely with the Fire Department; you need them on board. Selectman Condra stated that he is not a fan of pellet heat; it works but the cost fluctuates. He is concerned about resistance from the voters and he doesn't want to tie the North End renovations to a heat plan that may be rejected. There was a discussion about alternative heating systems. The towns of Peterborough and Hollis use a pellet system at all their public buildings if the Selectmen want to tour those facilities. Also the Hopkinton Fire Station has one as well as High Mowing School. Energy Committee members stated that they will discuss their plan with the Fire Department and they will make some public presentations. Selectman Condra stated that he does not object to a Warrant Article to let the voters decide. Chairman Williams said they have the Board's support.

Building Inspector John Shepardson brought up a situation that had the Planning Board dissatisfied with the space allotted for their storage with the North End renovations. Architect Alison Meltzer stated that she had personally met with Planning Board members and they were on board with the plan, so if there has been any change someone needs to talk to her. Rick Swanson spoke of a new member to the Energy Committee, Robert Keller of Solar Green, who is well versed on solar arrays. Robert and Public Works Director Steve Elliott went to look at the Water area to see if it is feasible to put a solar array up there. There are tax credits and grants available to aid with these installations. There was further discussion regarding the possibility of putting a solar array on the land currently owned by the Quinn Brothers. Rick said now is a good time to go into solar projects. Chairman Williams thanked the Energy Committee for their work. Selectman Condra noted that State Representative Carol Roberts is in the audience.

Chairman Williams called for a nonpublic session at 7:12 P.M. per RSA 91-A:3,II(c). Selectman Condra seconded the motion which was voted in the affirmative.

The regular meeting was called to order at 7:27 P.M. Chairman Williams moved to seal the minutes of the non-public meeting, seconded by Selectman Condra. Motion passed with vote: Williams, Aye; Condra, Aye.

Copy Machine Purchase

Town Clerk Jane Farrell followed up with the copy machine research. She said there would be an increased cost for maintenance if we go with a color copier and if we up our number of copies per quarter. The Bud Committee approved the basic black and white with 10,000 copies per quarter last budget season for purchase this year. The Conway representative is available for questions. Chairman Williams will call him. When asked for her recommendation, Jane said the basic Bizhub, black and white, with no bells and whistles. Chairman Williams is inclined to go with that but will talk to Conway first.

Election Day

Jane asked if on Election Day she could use the Selectmen's Office for the Supervisors of the Checklist to sign up new voters. The Selectmen will think about it.

Planning Board Change of Use Discussion

Next on the agenda were Planning Board members Jeff Kandt, Bart Hunter, Alec MacMartin, and Tracey Ewing. Jeff spoke about *Change of Use* and which ones in particular require a site plan review. He spoke about Preliminary Conceptual Phase, citing RSA 676-4,II(a). He said it is clear if you read the RSA that you don't have to notice abutters. The Planning Board cannot make determinations without getting into too much detail. As Chair, Jeff does not think it is appropriate to cases comes in front of them when they don't have the information to make a decision. He said they can't do it so someone else has to either the Building Inspector or the Board of Selectmen. The Building Inspector, he said, is the process point; he is able to go into plan detail and can decide, with guidance, whether to issue a permit, or if it needs a Site Plan Review. Alec added that the Planning Board struggles with the issues coming off Main Street; some have site plans, some don't. It comes down to the Planning Board is trying to help too much. He suggested that the Selectmen talk to Attorney Little about this situation, saying it is not easy to reconcile. There was further discussion. Chairman Williams said it is not clear to him but he is not sure that the Board of Selectmen has the right to control the categories already defined in the Zoning Laws or that they have jurisdiction over this. Alec says talk to Si. Jeff said they will take any help they can get. Chairman Williams will research it.

Accessory Dwelling Units

They discussed Accessory Dwelling Units next. Chairman Williams explained the law that passed. If the Town wants to enforce the rules then we would make an addition to our Zoning Laws to do that. John thinks one res structure per lot but this allows it unless they do something. TA Scott Butcher said if you don't pass your own then the State ordinance is the default. The Planning Board needs to decide what they want to control over and above the State law and put a Warrant Article together. Discussion ensued. The Planning Board does not allow accessory apartments but the Assessor calls them what they really are: An accessory apartment. Jeff said this topic will be added to a work session. Jeff brought up two more items: Parking on Main Street; they have been giving Main Street a pass with parking requirements, but there is nothing that allows them to do that. It needs to be formalized. Is there a concern about overselling the parking? Who gets that right? The second item was that Planning was charged 1 ½ hours to hook a computer up to the printer. Jeff is not happy about this. Chairman Williams thanked the Planning Board members.

NH CDFA L5 proposal for Economic Development

This is the project to be done by NRPC. Chairman Williams has been involved in the process. He explained that economic development assistance has been missing from NRPC support. This is a first attempt. They got a grant from CDFA. If approved NRPC will do project with us; it costs us nothing, volunteer assistance only. Chairman Williams thinks it's good. We need economic development, we have the committee and they are doing a good job with the project through UNH. Chairman Williams requests Selectman Condra's agreement. Selectman Condra said it is a benefit from our membership with NRPC.

Jennifer Beck asked to speak. She will be meeting with Jen from NRPC and she asked the Selectmen if they would wait until next week to vote. She feels their project is extremely redundant and not exactly free. We don't want to survey the businesses twice. She wants to talk to Jen first to get more detail. Chairman Williams stated that they are not committing to that; it's not a contract. Chairman Williams agrees that it should be structured to match what we are doing.

Budget Committee Representative

Selectman Condra wanted to confirm that even though TA Scott Butcher will be attending the Budget Committee meetings that Bill will still attend as a voting member. TA Scott Butcher stated that formally or informally he intends to be at all their meetings. Chairman Williams agrees that he should attend because he is going to implement that process. He suggested that Scott look at how other towns handle the administrative process of the budget. The Board of Selectmen support Scott's involvement in the process.

Personnel Manual

TA Scott Butcher spoke saying that he made the additions previously discussed; updated references made to the Administrative Assistant and Town Administrator and inserted the extraordinary event clause. Motion: Selectman Condra made a motion to accept the Personnel Policy for the Town of Wilton. Chairman Williams seconded the motion. The indexing was discussed. Also the weapon policy was discussed again. Chairman Williams will provide TA Scott Butcher with State law for him to review that our policy fits. With that caveat of looking deeper into that particular clause. A unanimous vote in favor followed. Motion carries; the Policy revisions have been adopted.

Miscellaneous Items

Beards for Bucks is ok with the Selectmen.

Regarding the MS-1: Chairman Williams will provide a list of people who had appointments and he wants to see the changes resulting from those meetings. Also any criteria changes that were made.

Postage machine with a new company that will save the Town \$700 per year was approved by the Board.

Resident Adam Royds had called in with a concern about a piece of land next to his property. The Board had a discussion about the situation and determined that it appears to be a piece of property owned by the Town and anyone who thought otherwise would have the burden of proof.

Recycling Committee candidate needed for the Town of Wilton. Chairman Williams explained the intentions of the committee to audience member Tracey Ewing.

TA Scott Butcher should be involved in CIP. Chairman Williams will get the spreadsheet from Dawn Tuomala.

Selectman Condra Conservation item: indemnify clause has been sent to Attorney Little. Not ready to talk about yet. State law says public use of land owners are automatically held harmless.

Need mechanism like a letter from the town business saying this employee has permission to take their trash (similar to a proof of residency)

Public Comment

Tracey Ewing asked if the Economic Development meetings are open to the public. She said their meetings are not on the Town calendar. Chairman Williams explained that it is an ad hoc committee similar to the Energy Committee.

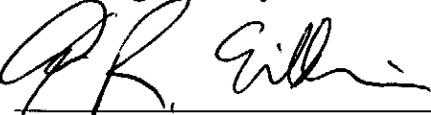
Town Administrator's Report

TA Scott Butcher presented his flow chart for the Board's approval and told the Board about his week's activities.

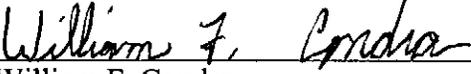
A motion was made to adjourn the meeting at 9:48 P.M. by Selectman Condra seconded by Chairman Williams, followed by a vote with all in favor.

Respectfully submitted;


Pamela L. Atwood,
Recording Secretary



Kermit R. Williams, Chairman



William F. Condra

10-3-16

Date Signed