

TOWN OF WILTON  
SELECTMEN'S MINUTES

Date: December 14, 2015  
Time: 6:30 P.M.  
Place: Town Office  
Present: Chairman Richard E. Swanson, Selectmen William F. Condra and Kermit R. Williams.  
Recording Secretary Pamela Atwood.

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

Doug Waitt, from Design Day Mechanicals Inc., was first on the agenda to present the heating system plans and bids for the Town Hall. He explained the plans and named some local customers who have a similar heating system installed, for example Masenic School District. His plan portrayed that the Town wanted to be done with the oil heat entirely. There will not be an outside silo for containment of the pellets; it will be a built in storage area in the boiler room. To fill the boiler an auger system is used along with a vacuum component. He told where the various heat zones would be located. Two qualified bids for the project have been submitted; Froling Energy being the low bidder. Selectman Williams reminded Doug that the Town Hall is on the historic registry. Selectman Condra asked about moisture and how it would be kept out of the pellets. They discussed an air flow system to which Mr. Waitt stated that he doesn't think it is necessary to have one. Chairman Swanson stated that the Board has decisions to make regarding this project: Do they like the low bid with the services proposed? Are they comfortable to present this at Town Meeting in March? Next there was a discussion on what the payback timeframe would be. Doug will provide a payback model when he knows the number of gallons of oil used per year. Doug will return to a Selectmen's meeting on December 28<sup>th</sup> to continue the discussion.

Andre Garron from UNH Cooperative Extension was next to discuss Business Retention and Expansion (BR&E). Mr. Garron told about his background and of his position at UNH Cooperative Extension, which is a new position. He gave his presentation. He stated that this program was a three step program which consists of research, prioritization, and implementation. All information collected would only be distributed in aggregate. They find out what's going on with the businesses in town: what are their finance, land, or infrastructure issues. Andre used this program in Amherst and Milford. The program costs is \$2,500 which Chairman Swanson feels is a reasonable price, but stated that they would have to find a way to come up with the money. He said that it seemed to be an attractive grassroots, community based project and that Wilton could use all the help we could get. The Selectmen thanked Andre and noted that they would schedule another discussion at a later date.

**Public Comment:**

Public Works Director Steve Elliott told the Selectmen about the *Grant for Safe Routes to School* that was being applied for by a committee set up for this purpose. Selectmen Williams and Condra have sat in on a meeting but Steve wanted to bring Chairman Swanson up to date with the process. The paperwork has been done and will be sent in next week. Steve explained that getting this grant will open the door for future sidewalk grants. He feels better keeping this as a town project as opposed to having the school apply for the grant. When asked where this work would appear in the budget, Steve said he will carry it in his resurfacing budget, being that it has to do with sidewalks. The Selectmen thanked Steve.

Welfare Director Andy Clifford was next to discuss a Welfare Software package developed by Seacoast Computer Inc. Andy told the Board the benefits of this software program: It can run on any computer; it has a common database; and it provides automatic backups. The cost is based on a per capita basis; Wilton's cost would be \$220 per year. They do automatic free transfer of our current database onto their system. Selectman Williams asked about privacy, and they discussed the advantages of sharing a common database with area towns. It has been well received from what Andy has heard from other Welfare Directors. He has included the cost in next year's budget.

**Motion:** Selectman Condra made a motion to support Andy's request for the software upgrade for his welfare needs as presented. Selectman Williams seconded the motion which was followed by a unanimous vote with all in favor. Motion carries.

Tax Collector Jane Farrell came before the Board next. She presented the Masonic Lodge abatement for the Selectmen to sign.

**Motion:** Chairman Swanson moved to approve an abatement of the taxes for the Masonic Lodge in the amount of \$6,575.85. Selectman Williams asked if the Town is then paying the State and County taxes. A discussion ensued on this topic. Selectman Condra reminded the Board that the Lodge has been doing this (paying this calculation on taxes) since the 1990's. Selectman Williams seconded the motion. Vote: Selectman Williams, aye; Chairman Swanson, aye; Selectman Condra, abstains. Motion carries.

Jane had another issue that was just a correction of a piece of property not being transferred properly.

**Motion:** Chairman Swanson moves to abate the 2015 tax bill issued to S&S Realty Inc. and further authorize the issuance of a tax bill for the land-only lot of the Petersons. Selectman Condra seconds. A unanimous vote followed. Motion carries.

Jane presented the Main Street Association's request for a waiver of their 2015 fall tax bill.

**Motion:** Chairman Swanson moves to abate the 2015 fall tax bill to the Main Street Association in the amount of \$1,849.00. Selectman Condra seconded the motion. Selectman Williams questioned the assessment on this land, stating it was a 3/10's of an acre of permanently preserved land. \$70,000 value is steep; also causing the Town to pay a significant amount of money to the State and County. He suggested asking Appraiser Todd Haywood to reconsider the value he assigns to a list of parcels that the Selectmen give him. Selectman Condra agrees, stating that it is pricey for the use. Treasurer Jerry Greene stated that ultimately the Selectmen are the Assessors. Chairman Swanson said to see what the deed restrictions are on the Park. Selectman Williams said to ask Todd to talk to them and propose how, in this example, the Main Street Park can be valued. Administrative Assistant Pam Atwood was asked to have Todd get back to the Board with the value of this park and whether they can assign it a nominal value. A unanimous vote followed. Motion carries.

Next, Jane had an assistance lien for the Selectmen to sign off on, being that the property got foreclosed on which means the Town loses out on the money. By their signature, the title would be clear. Chairman Swanson asked for clarification, and Jane explained how the process works. Selectman Williams asked what the law was on this. Jane answered that it is not a priority lien. Selectman Williams stated that by signing off on the lien they were doing the bank a favor because they need to get this lien released in order to sell the property. Chairman Swanson stated that they would want the leverage to get the money from the bank. Selectman Williams and Condra wants to understand the law better. Jane will get more information to the Board.

The last one Jane had to present to the Board was for Lot E-023 the Quinn Brother's lot. Prior Select Boards have billed the property and abated the bills. Chairman Swanson recalls when the Board went to great lengths discussing this issue. Jane just needs something signed by the Selectmen.

**Motion:** Chairman Swanson moves to abate the 2014 and 2015 tax bills for E-023-Pit for \$9,373.19. Selectman Williams does not support this; he thinks it was a bad decision on the part of the Board and he thinks the advice from Attorney Little who was also involved in Water Department issues cannot be completely neutral; therefore, he will not support it. He continued by saying this property should not be listed on the tax rolls; it was a really bad decision. We need to change how property is listed on the tax rolls; we are taking money out of taxpayer's pockets to pay County and State taxes. There was further discussion about the ownership of the lot, the use of the term "lease" in the contract, and the original intent of the wording in the document. Selectman Condra seconded the motion. Vote: Selectman Condra, aye; Chairman Swanson, aye; Selectman Williams, nay. 2 to 1. Motion carries.

**Motion:** Chairman Swanson made a motion to take this parcel off tax rolls. Taxes won't be levied on it. Jane asked if this parcel is Town owned land. Selectman Williams explained that that is the proposal. Whereas the land the Quins will sell to the Town is a different parcel. It got put on the tax rolls because Assessor Todd Haywood was following the law. It's a 20 year lease, but these two say it's not a lease. Selectman Condra seconded the motion. Selectman Williams stated that this will not eliminate a discussion next year because he will bring it up again. Vote: Selectman Condra, aye; Chairman Swanson, aye; Selectman Williams, nay. 2 to 1. Motion carries.

Treasurer Jerry Greene was next to discuss the budget. He told the Selectmen the reason he wanted to have this discussion was due to the Library over spending and the generator cost that was not budgeted. Jerry is confident that the lapse this year will not be as much as usual. Selectman Williams stated that when they overspend a line item they should transfer money from one line item to another. Jerry stated that you cannot change the budget numbers; you have to overspend the line item so the people can see what happened. Jerry said that we won't be short but we won't have \$300,000 left over. There was a discussion about encumbrances. Jerry is concerned about taxes next year, so encumbering funds is a good idea, but he doesn't like the idea of Departments keeping money that is not spent. It costs us a fortune at the school level, we have declining enrollment but the expenses are increasing. Chairman Swanson said that Wilton is about in the middle of the State tax rates.

Jerry stated that the Fire Department is in line with what he usually gives back, whereas the Police Department's spending money that's left. He continued to say that last year every Department gave back money, but this year the Town Office won't have money to give back. A lot of what comes back is income but you can't use that to pay for overages.

Selectman Williams asked about the Sewer Commission making a capital reserve account using their reserves. Attorney Little's response on this topic came in today. Selectman Williams stated that they cannot back date funds to go into a capital reserve fund. A discussion followed regarding the Water and Sewer Commissions and capital reserve funds. There was a disagreement about what the Sewer Commission can do. Selectman Williams said that the Town of Wilton created a charter for the Water Commission. Chairman Swanson read Attorney Little's letter aloud. They would have to encumber the funds per Jerry because that's the only way they can set it aside. Chairman Swanson thinks it's radical to tell them to pay back the money borrowed from the Town in previous years. Selectman Williams doesn't think it's legit just for them to establish something. RSA 35:7 doesn't apply to Sewer but it applies to Water.

Next, they discussed the benefits line item of the budget. Chairman Swanson summed up the amount needed: \$22,000 from the Library; \$8,000 for the generator at FRES; and the Town Hall benefits liability budget is over by \$10,000 less what still needs to be allocated to other departments. Jerry is confident that we are \$100,000 to the good, plus what we get from income. Selectman Williams said less money is lapsing back but they are spending way more money out of fund balance to lower the tax rate. The Board thanked Jerry.

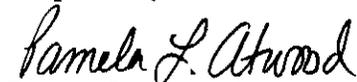
The next discussion was about how to calculate vacation time and sick time to begin to maintain the balances through our payroll system. It will be called sick time and vacation time, not earned time or paid time off. It is acceptable to go into the negative before it is earned but the Personnel Policy will be changed to state that it must be paid back upon separation. It will be calculated on a per hour basis (ex. one hour of work is worth the annual vacation accumulation divided by 2080 hours; that is how much you get for that hour worked). It is the same calculation for sick time (ex. 6 sick days equals 48 hours divided by 2080).

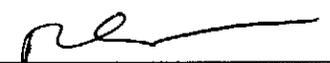
Selectman Williams told about the CIP meeting held with Pam, Steve, John Shepardson and himself (Jane was absent). They developed a preliminary CIP for Town Hall. He summarized the potential projects for the Selectmen, stating that there are a lot of them. He stated that they won't put them all in this year. He gave the list to Dawn Tuomala.

Selectman Williams noted that the Sewer Commissioners cannot approve their own stipend increase per RSA 149-I:21 Compensation.

A motion was made to adjourn the meeting at 10:00 P.M. by Chairman Swanson, seconded by Selectman Williams, followed by a vote with all in favor.

Respectfully submitted;

  
Pamela L. Atwood,  
Recording Secretary

  
Richard E. Swanson, Chairman

  
Kermit R. Williams

William F. Condra

12-28-15  
Date Signed