

TOWN OF WILTON  
SELECTMEN'S MINUTES

Date: June 1, 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.

A nonpublic session was called for by Chairman Swanson at 6:32 P.M. per RSA 91-A:3,II(c). Selectman Williams seconded the motion, followed by a unanimous vote.

The regular meeting was called to order at 6:52 P.M.

Chris Pratt a colleague of Selectman Swanson's was in attendance to talk about record archiving. Mr. Pratt is the volunteer Archivist for the Town of Sullivan. He spoke about preserving town records in a standard fashion. There are nonpermanent and permanent records and those that can be disposed of in 10-20 year intervals. Mr. Pratt advised the Selectmen to refer to Statutes 33A and 41:58. He said that in reality records being generated all over the place by committees, boards and offices. It would make sense to have a records management program. The Dublin Town Archives would be a great place to look at. The Town of Hancock has a records commission of sorts. Chris gave an overview of the important points of record preservation: The records are public and not owned by anyone so if someone has town records at their house, you need to get them back. You need a place to put them that is climate controlled, without windows; it should be fire proof or resistant and have an alarm system. Purchase acid free boxes and envelopes to keep them in. Index the records after they are stored. He showed his index from Sullivan. He suggested putting the old books in the safe into acid free boxes. When asked for an idea of the cost of doing this organization, Chris guessed that \$15,000 should take care of it. He also told the Selectmen that there is a NH Archives Group that meets in the spring and fall; this group may be helpful. Chairman Swanson thanked Chris for his presentation.

Next, Barry Brenner of Brenner Associates Municipal Consultants was here to talk about Town Administrators. Mr. Brenner stated that he had been a Town Administrator for 35 years throughout New England states and that now he recruits for cities and towns with Town Administrators being his focus. He stated that the position has gotten more complex over the years and that 73% of municipalities across the country with populations of 2500 have professional administrators or managers. This lets the Selectmen focus more on policy. The Town Administrator carries out the policies established by the Board of Selectmen. The Town Administrator deals with finances, budget, warrants, personnel, employer relations, bidding and purchasing material supplies, research, analysis, finding grant sources, grant applications and administration, customer service representative for residents, tax payers, and businesses. Also assists with policy writing and is a facilitator with other town boards and committees. When asked to explain the difference between a Town Administrator and Town Manager, Mr. Brenner said that Town Managers have statutory authority, budget authority, and hiring and firing authority. Selectman Williams asked if the role of Town Administrator could take on specialized tasks, for example, town planning tasks or economic planning development. Mr. Brenner said certainly they could help in those areas. He said that there is a statewide organization for Administrative Assistants, Town Administrators, and Town Managers that meet monthly in Concord and have dues of about \$100 per year. Chairman Swanson thanked Barry for his time.

Cemetery Trustees John Jowders and Mary Ann Shea attended the meeting. John said that Carl Michaud, funeral home owner, approached the Trustees about 15 cremations that he inherited when he bought the business. He asked about the possibility of the Town donating lots at the cemetery for these burials. The Cemetery Trustees didn't feel it was within their jurisdiction to do this without asking the Selectmen. The Board discussed the request and decided that they would be more inclined to help if any of the people had been Wilton residents. Mary Ann Shea volunteered to research the origin of the people. Selectman Williams told John and Mary Ann about the allocation of trust funds.

Next, Selectman Williams shared the information he got from an assessing supervisor at the DRA regarding the Quinn Pit tax status. He was told that what was done in the past is not appropriate because it is a lease which should include property taxes. Regardless of how you write the contract, it's a lease. Even changing the contract wording – it's still a lease and they should be paying property taxes and should have paid the Current Use tax. Selectman Williams also spoke to legal counsel from New Hampshire Municipal Association who stated that informally they can say it's not appropriate to change the contract, but they cannot give a formal opinion because the Town Attorney wrote the original agreement. Next, Kermit would like to contact the Board of Tax and Land Appeals for an opinion.

Jerry Greene asked to speak. He reminded the Selectmen that it is clear that the Town voted to pass the *authority* to the Selectmen to make any agreement they wanted to make; it was not the agreement that was voted on at Town Meeting; it was the authority to make an agreement. Selectman Condra gave his opinion that they have gone along with this agreement for a long time and he thinks the Town should continue to treat the Quinn's in same manner. Selectman Williams stated that, in his opinion, the previous Board of Selectmen was working with bad information, similar to the cemetery trust fund issue. He went on to say that he doesn't like not following the law, it says "shall include tax". The Quinn's got a great deal and he doesn't feel they need the abatement. He would like to contact BTLA. Jerry stated that when the agreement was made, if the taxes were going to be assessed and paid then the agreement would have been different. If you change the agreement, you are negating what was negotiated with the parties at the time.

Selectman Condra asked for a point of order, saying there were two nonpublic sessions still to go. This subject will be placed on next week's agenda.

Chairman Swanson started a discussion about the Selectmen's summer schedule.

**Motion:** Chairman Swanson made a motion to start the summer schedule by meeting every other Monday beginning on June 8, 2015. Selectman Condra seconded the motion, followed by a unanimous vote. Motion carries.

A motion was made to enter into nonpublic session by Chairman Swanson at 8:40 P.M. per RSA 91-A:3,II(c). The motion was seconded and voted in the affirmative.

The regular meeting was called to order at 9:05 P.M. Chairman Swanson moved to seal the minutes, seconded by Selectman Williams. Motion passed with vote: Swanson, Aye; Williams, Aye; Condra, Aye.

A motion was made to enter into nonpublic session by Selectman Williams per RSA 91-A:3,II(c)(d) at 9:06 P.M. The motion was seconded and voted in the affirmative.

The regular meeting was called to order at 9:33 P.M. Chairman Swanson moved to seal the minutes, seconded by Selectman Williams. Motion passed with vote: Swanson, Aye; Williams, Aye; Condra, Aye.

A motion was made to enter into nonpublic session by Chairman Swanson per RSA 91-A:3,II(c) at 9:34 P.M.

The regular meeting was called to order at 10:00 P.M. Chairman Swanson moved to seal the minutes, seconded by Selectman Williams. Motion passed with vote: Swanson, Aye; Williams, Aye; Condra, Aye.

Selectman Condra stated that he likes the new agenda format but that he would advocate for an adjournment time of 9:00 P.M. Chairman Swanson agreed to give it a try.

The Payroll and Accounts Payable Manifests were signed.

The Meeting Minutes were approved.

A Notice of Intent to Excavate was signed.

A Notice of Intent to Cut Timber was signed.

The correspondence and informational material was reviewed.

Selectman Williams asked about writing a letter to the BTLA to ask if they have any cases similar to ours (Quinn's). Chairman Swanson does not want another opinion. Selectman Condra said the State gave their advice but did not direct us to do it differently.

A motion was made to adjourn the meeting at 10:30 P.M. by Selectman Condra, seconded by Selectman Williams, followed by a vote with all in favor.

Respectfully submitted;

*Pamela L. Atwood*

Pamela L. Atwood,  
Recording Secretary

*[Signature]*

Richard E. Swanson, Chairman

*[Signature]*

Kermit R. Williams

*William F. Condra*

William F. Condra

6-8-15

Date Signed