

TOWN OF WILTON  
SELECTMEN'S MINUTES

Date: August 22, 2016  
Time: 6:30 P.M.  
Place: Town Office  
Present: Chairman Kermit R. Williams, Selectmen William F. Condra and Daniel E. Donovan, III.  
Recording Secretary Pamela Atwood.

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

Ambulance Chief Gary Zirpolo was first on the agenda. First he told the Board that the ambulance that had been taken out of service was fixed. He gave the details of the repair, saying that it was an expensive repair.

Next, he discussed the HVAC repairs at the Ambulance Bay. He presented his quotes and gave some background on the configuration of the system as it is now. The building predates Gary so he could not answer whether the building was built in pieces as Chairman Williams asked. He suggested the Ciardelli Fuel Company quote and the Card Plumbing and Heating Company quote; this project to be done as two separate jobs. There is money in his budget for the project. Selectman Donovan asked about the sheetrock/firewall. Gary has to look into that; he will talk to Fire Chief Ray Dick. He will also look into removal of the wall between the training room and kitchen that he had previously discussed. The Selectmen gave Gary their ok to move forward with the HVAC project; no action is needed; the money is in his budget.

The Wilton Water Commission was next on the agenda. Commissioners Frank Edelblut, Steve Elliott and Kermit Williams were in attendance. Steve spoke for the Commission, saying that the Water Commission cannot put liens on properties due to unpaid water bills like the Sewer Commission can for unpaid sewer bills. Frank told about a situation of a delinquent water bill that was never able to be collected even at the time of a sale of the property. Had they been allowed to lien the property they could have collected the money at the time of closing. Kermit thinks you can have liens for unpaid water bills. Selectman Donovan said the Merrimack Village district did that all the time. Selectman Condra stated that they also did it in Hillsborough. Kermit suggested that they tell Jane that they will start to lien water fees that remain unpaid. Frank said the Water Commission will put a process in place. Kermit read RSA 38:22. He will talk to Jane. The Commission will research additional late fees, etc.

**Personnel Policy**

This was a chance for the Department Heads to have a last input on any Personnel Policy changes before the Board voted to adopt the new revision. Steve Elliott stated that he is fine with the policy now. Gary Zirpolo had additional questions and concerns. He asked how policy changes go out to the employees, and he went on to list several areas that he thinks need to be looked at. Selectman Donovan asked Gary to put his concerns in writing to the Selectmen. Steve Elliott said that his employees have not had a revised policy in 4 years. Chairman Williams said the discussion on the Personnel Policy will be continued to next week. However, he has one suggested change that he considered after he had a meeting with Chief Hautanen regarding overtime and vacation.

### **King Brook Road Bridge**

Public Works Director Steve Elliott spoke about Holden Engineering; the company he is recommending for the construction project of the King Brook Road Bridge. They have done previous bridges in Wilton and the Department of Transportation approves of them. It is a historical arch bridge. Steve has spoken with Chuck Crawford regarding any concerns he may have. Chairman Williams said we should maintain it as a historical bridge if we can. The inside of the arch is original. Historical significance raises the final price. Steve asked if Selectman Donovan would look over the contract.

**Motion:** Chairman Williams made a motion to approve the contract from Holden Engineering subject to approval from the Department of Transportation. Selectman Donovan seconded the motion followed by a unanimous vote in favor. Motion carries.

The Board thanked Steve.

Future Town Administrator Scott Butcher was in attendance. New copiers were discussed and Scott said that 11 x 17 copying is a necessity.

### **Main Street Association 5K Road Race Request**

A request was submitted by Main Street Association asking for permission to hold a 5K road race. The Selectmen said to make sure they get permission from Milford also as part of the race goes through Milford. The Board approved the request.

### **Impact Fees**

Bill Raney and Kathleen Raney attended to discuss the Impact Fee that they were assessed on their new house on Coburn Road. They obtained their Certificate of Occupancy last Friday at which time they were required to pay \$5,409 for an Impact Fee. Selectmen Condra explained how the fee was presented. The Raney's said they knew nothing about an Impact Fee up until this point. Mr. Raney did some research on the issue. He gave the Board a handout and explained the history. The crux of his argument is that if there was a fee, it should have been mentioned three years ago or when he applied for a building permit, not on the day before you are given a CO. He feels it is unfair to new resident of the Town. He respectfully requests that the impact fee be waived for his lot, F-002-01.

Chairman Williams explained that at the 2011 Town Meeting Impact Fees were voted in by the Town. An expert contractor, Bruce Mayberry, did a study to determine what the fees should be for Wilton. Kermit stated that they need to follow this plan that was adopted in December, 2014. Mr. Raney said the subdivision plan that the Board was showing is not their subdivision plan; they were already under construction at that point. Selectman Condra asked when the new fee was enforced, Chairman Williams stated that once passed anything was subject to Impact Fees but it wasn't put in place until December, 2014. He said they have to go through what Planning Board actually accepted. Katie Raney said that they were never notified. They presented a check in good faith with the understanding that it would not be cashed until this was resolved. Chairman Williams apologized on behalf of the Building Inspector, stating that he should have been informing people after the fees were passed. Kermit stated that any Occupancy Permit that was issued after December, 2014 would have been due an Impact Fee. Bill Raney said they won't need any road maintenance because they are on a Class VI road and will maintain it themselves and they have no children in school, therefore, they have a lesser impact. Chairman Williams proposed that the Board obtain a copy of the proposal by Bruce Mayberry and they see what the process is for exemption.

### Front Ramp Entrance

Selectman Donovan spoke about the ramp changes suggested for the front door of the Town Hall. He said that the two front doors are deteriorating and need to be painted. Alison Meltzer has come up with an idea for a new ramp and Steve Elliott gave an estimate of \$50,000 which seems high to Dan. He acknowledges that it will cost more than the \$9,000 vote on plus the \$1,600 that was added for a door opener, but the entrance doors need to be fixed quickly. Chairman Williams suggested that Steve Elliott be asked to revisit and give a serious estimate using Alison's plan. The Selectmen suggested a local painter who is also a Wilton Fireman. Pam will contact him.

### Town Administrator Temporary Office Space

Selectman Condra opened a discussion about the Town Administrator working out of the Selectmen's office. He thinks it will be very disruptive to the other employees working in that office. He thinks it would be a better idea to build a temporary office in the Court Room until construction of the North End is done. He said that eventually the Selectmen's office would need to hire a 3<sup>rd</sup> person and that would be a better set up for that person (in the Selectmen's Office). Chairman Williams disagreed stating that he has issues with the Court Room; it is hollow sounding and noisy and open to public events. He suggests starting Scott Butcher in the Selectmen's Office and see how it goes. Selectman Condra said it will cause disruption; it's not the right place due to the impact. Selectman Donovan agreed that this office is a zoo now, without adding another person. There was further discussion on the topic. Selectman Condra will research the possibility of erecting temporary office space. Chairman Williams proposed that Scott start in the Selectmen's Office. Selectman Condra just wanted to have the discussion.

### Impact Letters

Administrative Assistant Pam Atwood was told she could get the revaluation impact letters out as soon as Todd said the database was ready.

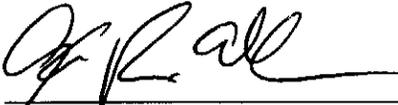
Chairman Williams made a motion to enter into non-public session per RSA 91-A:3,II(c) at 9:00 P.M. The motion was seconded and voted in the affirmative.

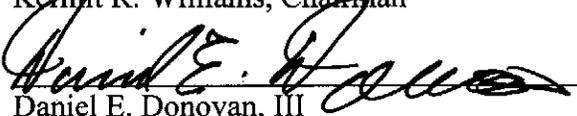
The regular meeting was called to order at 9:18 P.M. Chairman Williams moved to seal the minutes of the non-public meeting, seconded by Selectman Condra. Motion passed with vote: Williams, Aye; Condra, Aye; Donovan, Aye.

A motion was made to adjourn the meeting at 9:22 P.M. by Selectman Donovan, seconded by Selectman Condra, followed by a vote with all in favor.

Respectfully submitted;

  
Pamela L. Atwood,  
Recording Secretary

  
Kenneth R. Williams, Chairman

  
Daniel E. Donovan, III

  
William F. Condra

9-19-16  
Date Signed