

TOWN OF WILTON
SELECTMEN'S MINUTES

Date: September 19, 2016
Time: 6:30 P.M.
Place: Town Office
Present: Chairman Kermit R. Williams and Selectman 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.

Credit Card Acceptance

Jane Farrell was first on the agenda with Sandy Rowe, President of Interware Development Company to discuss implementing a credit card system in Jane's office. A revised service agreement was presented for the Selectmen's review. Sandy stated that a new service provider is being introduced this time around. They (Heartland) accept all major credit card companies. The only exception is that a Visa credit card cannot be taken for water and sewer payments; that is the only restriction. Sandy has 125 towns currently participating in her credit card service and most of these towns use Heartland. Chairman Williams noted that the previous agreement had been sent to Attorney Little and the suggested modifications have been made in this agreement. Chairman Williams suggests going with option 1. Jane said any card is treated as a credit card and she will make sure to have plenty of signage out. Treasurer Jerry Greene asked what the minimum fee is and when does it adjust. Sandra answered \$1.50 and when it hits \$50.00. In answer to another question Sandy said the only time a charge back would happen was if a customer protested the charge, and this seldom happens in municipalities. There was a discussion about the distinction between credit and debit cards. Chairman Williams suggested not taking online checks (ACH's) to begin with. Further discussion followed. Town Administrator Scott Butcher asked about PCI compliance and there was further discussion. Scott will determine the compliance and check with Primex to make sure the liability policy will cover this process. Credit card payments will be accepted for motor vehicle payments, tax payments, and dog licenses.

Motion: Chairman Williams made a motion to authorize Jane to engage with Interware Development Company, Inc. to provide the credit card swipe and credit card services. Further, he moves that the Town of Wilton gives authorization to engage Interware Development Company, Inc. with option 1 of the fee structure and the second option for the credit card swipe for a grand total of \$635. Selectman Condra seconded the motion. Selectman Condra asked if anyone in the audience had a comment. There were none. A unanimous vote in favor followed. Motion carries.

Chairman Williams thanked Sandra and said that Jane has done a great job in implementing this software.

Recycling Center Sticker Program

Lyndeborough Selectman Mark Schultz and Town Administrator Russ Boland were present for this discussion. Town Clerk Jane Farrell asked for this agenda item because of some concerns she has about the sticker program. One was how to handle Wilton business owners who are not Wilton residents. Public Works Director Steve Elliott said it can work both ways. He felt the program was intended for residents and property owners. Chairman Williams stated that Wilton business owners pay property taxes also, but Steve said the Center is not geared for big business. Chairman Williams thinks that's complicated. Selectman Condra noted that this discussion of "residents" means residents of all 5 member towns.

Chairman Williams stated that it is difficult to cut out all businesses. Steve said there aren't a lot; some carpenters and roofers. Chairman Williams mentioned the business Double D Dogs which was what prompted this discussion. Treasurer Jerry Greene said that they are not tax payers but some of us businesses are; it would be ridiculous to say that Burbak can't use the Recycling Center as part of our business. Jane said that most large entities have on-site trash. Steve is just asking for clarification. Selectman Condra is not in favor of restricting commercial businesses. Further discussion on the topic included the following points: Vehicle needs to be registered in one of the member towns; we need to have rules; success will come when out-of-town people no longer use the Center; leased vehicles need to show proof of residency; can only get stickers at the Recycling Center during weekdays, with occasional weekend availability; limit two per household; signage saying how to obtain a sticker without a valid registration; stickers will be valid from January 1, 2017 through December 31, 2018; there is no cost for a sticker; notification will appear on the website shortly as a one page document "Recycling Center Sicker Initiative – what you should know". Selectman Condra said a business in any member town should have access for trash generated by that business. A one page document will be drafted by Steve and given to T/A Scott Butcher for review.

Recycling Committee

PWD Steve Elliot started a discussion about the Recycling Committee. Wilton's suggested member, Jeff Stone is not sure yet if he is interested in serving on the committee. Selectman Mark Schultz is the member for Lyndeborough. Steve asked if he was appointed or volunteered, stating that the Town of Mason also chose a selectman. Steve was hoping they didn't just appoint a selectman for a face on the committee; he wants people interested in recycling. Mark Schultz spoke saying that he is very concerned about the money issues if Greenville pulls out; he wants to help make things stable. He further stated that while the Center is owned by Wilton and run by the Board of Selectmen, the Town of Lyndeborough gives a good chunk of money, therefore, they would like more input, "let us be involved". Steve asked if he should change the wording of the contract because the main focus of the Recycling Committee should be recycling. Mark agreed that maybe it should be reworded, saying that Lyndeborough is looking to work together. Chairman Williams hopes for a group of people who pay attention to what's going on. Mark clarified that he *is*, indeed interested in recycling with the main concern on how to maintain costs.

Economic Development

Jennifer Beck made a formal request to send out a mailing out for the committee, which the Board granted.

Vacation Policy

TA Scott Butcher explained the vacation policy wording he had come up with which included an extraordinary event clause. Also new, were two signature pages at the back of the manual; one is to be retained by the employee and one by the Town; this becomes the contract. Selectman Condra asked where they are kept which started a discussion about the housing of personnel files. Chairman Williams wants to add that the Department Head is required to report the decision regarding overtime allowed due to an extraordinary event with justification to the Select Board to determine if the policy is working.

Town Administrator Duties

TA Scott Butcher presented the Selectmen with some questions and some information from surrounding towns regarding his new responsibilities. After review, the Selectmen agreed that the Department Heads should report to the Town Administrator.

Motion: Selectman Condra made a motion for Wilton to adopt a reporting structure similar to the two examples Scott presented with all Department Heads reporting to the Town Administrator with the exception of elected officials. Chairman Williams seconded the motion, followed by a unanimous vote.

Motion carries. TA Scott Butcher will provide the Board with a proposed flow chart. Other areas of responsibility were discussed.

Miscellaneous items

The elevator/ramp possibilities were discussed. No decisions were made.

The Conservation Commission memo regarding the Frye Farm Easement was discussed. No decisions were made.

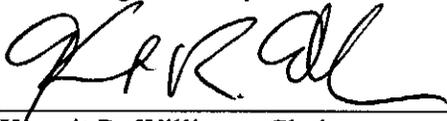
TA Scott Butcher will check with Lyndeborough regarding their #2 fuel oil price.

TA Scott Butcher will see how other towns handle impact fees.

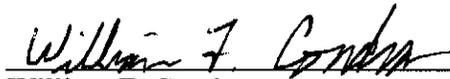
A motion was made to adjourn the meeting at 10:05 P.M. by Selectman Condra, seconded by Chairman Williams, followed by a vote with all in favor.

Respectfully submitted;

Pamela L. Atwood,
Recording Secretary



Kermit R. Williams, Chairman



William F. Condra

9-26-16

Date Signed