

TOWN OF WILTON
SELECTMEN'S MINUTES

Date: November 17 2014
Time: 6:30 P.M.
Place: Town Office
Present: Chairman William F. Condra and Selectmen Richard E. Swanson and Kermit R. Williams;
and Recording Secretary Pamela Atwood.

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

Jane Farrell and Jerry Greene were on the agenda to discuss the software product Jane would like to use in her office which will enable the acceptance of credit card payments and on-line bill payment. Jane stated that it will save the Town money. One example will be the ability to produce a report in less than three minutes that used to take half an hour. The dog registration process will be better. She said that the Town will not incur any costs for credit card usage; the customer will pay the fee which will be from \$1.50 - \$2.97. Interware's fees come out of the user's fees. The cost is approximately \$3,000 to get it up and running. She will have three workstations, and a fourth for the counter.

Jerry Greene stated that the software package includes the ability to pay for taxes and registrations on-line, and includes training on the software. He feels it should be put into next year's budget requests. There would be offsetting savings so the overall budget would not be impacted. Selectman Williams asked if Jane's computers were up-to-date enough. Jane said yes, but there will be an additional cost (\$1,890) for a firewall installation; a hardware firewall is required. Jerry stated that if this was approved by the Budget Committee it could be implemented in January. Selectman Swanson thinks it will give better customer service. Selectman Williams asked who sets up the web service. Jane will inquire how the tax bills will be accessed for payment. After further discussion Chairman Condra stated that the Board is interested in this product; Selectman Williams will get clarification on some items.

Jerry would like to implement Remote Deposit. He explained how it works: The Bank provides the scanner and the user scans a pile of checks. The checks are held for 14 days and you have 45 day access through the Bank for the checks, and you can print the report to keep forever. Implementation of Remote Deposit would require fewer trips to the Bank and reduce the work in Jane's office. Jerry explained how the Earning's Credit would be helped by getting the deposits credited right away. The Selectmen agreed and requested that Jerry pursue the Remote Deposit idea. The Board thanked Jerry and Jane.

Next, Sara Siskaverich attended to discuss the Hazard Mitigation Plan. She passed out a copy of the updated plan. NRPC is not asking for any action tonight, they are simply making the Board aware of the updated. Feedback is needed by December 18th. Ultimately, the Board of Selectmen will adopt the plan. It is required by FEMA in order to be able to apply for FEMA funds. It needs to be updated every five years. Sara talked about fluvial erosion which is erosion along river banks; it is a natural process. She told of specific areas considered high and then read down the list. Chairman Condra asked Selectman Williams to come back with input from the Planning Board regarding the updated plan. He also confirmed that no action was needed tonight. The Board thanked Sara.

Next, Janet Langdell, Martha Greene and Nate Carmen, representing Souhegan Valley Rides, were present to give the Selectmen an update on the service. Janet spoke about the first eight months of the program saying that it had been well accepted by Wilton with 94 rides in 8 months; this is a very good first showing. She gave additional details and said that Wilton's portion for 2015 will be \$1,500. The next discussion was

about ways to increase ridership and the application process. Janet will supply some applications for us to put in the new information center in the lobby. They will have a table at Town Meeting as a marketing tool. Chairman Condra asked about the Board's willingness to pursue as a Town funded service. All of the Selectmen are agreeable to it.

Jerry Greene asked if he could answer a question the Selectmen had from last week's meeting. The question was about the proper way to move money around within different budgets. Jerry said that the Board of Selectmen can spend additional money when a situation is deemed as an emergency, but the money cannot be moved from another budget. The budget with the emergency would be overspent on a line item and under spent on another line item. Additionally, the Auditors need to know when this is done as they will make a report to show the adjustments. He spoke about the upcoming bond payments in future years that will impact the budget. This led to a discussion about who is responsible for the Library building, being that it is owned by the Town.

Selectman Swanson began the Performance Review discussion. He wants to pursue the process and come up with a time line. He feels we will be running a more professional Town by doing so. The Board began work on the draft they had put together at a previous meeting. Their discussion included the following topics: Having Department Head job descriptions for discussion; employee feedback using three Town employees chosen by the subject of the review; Selectmen's choice for one additional feedback person; how to meet with the subject; who will write the evaluation and who will present it. They agreed that the review should coincide with the salary event. The goal is to do the first review by the end of December. Administrative Assistant Pam Atwood volunteered to be first.

The next discussion was about the Frye Field Easement. Selectman Williams would like to have a signed agreement with High Mowing School and the Fryes. He explained that the Town will have executor interest on both easements. It is not for the benefit of the private school; they are selling a bundle of rights and the Town is contributing toward that purpose.

Selectman Swanson commented on Attorney Little's response stating that he wants plans with descriptions attached (reference paragraph one of Attorney Little's response). Selectman Williams stated that it intended to be the set of documents of the current state. He thinks the Board should send Si's letter to Ian McSweeney.

#2 - Selectman Swanson stated it's a much relegated entity and that's what we want. Selectman Williams said there are two sets of items being sold, one protection rights (USDA, soil, etc.) and the other is the right to recreation. He feels the Board should be more involved in this; he doesn't think they are spelled out well enough. Specific usage needs to be an agreement with landowner. He will contact Attorney Little. And he would like to talk to High Mowing School about a signed agreement. Selectman Swanson agrees but knows that there is a time constraint. Chairman Condra stated that the Selectmen asked for this language almost 2 years ago, and many other times; this is his sticking point. He feels they have given us insufficient time to do our due diligence. Selectman Swanson agrees it is frustrating but respects that it was voted for at Town Meeting. Chairman Condra stated that they are tasked with spending Town money. Selectman Swanson agrees it is their responsibility to make a good faith effort, but he doesn't want to put road blocks in front of the process either. There was further discussion.

#4 - The Selectmen agreed that they do not want to limit their ability to sell energy off the site. Selectman Williams stated that they are limited by other things.

- #5 - Selectman Swanson is good with it. Chairman Condra thinks it's terrible. Selectman Williams is not sure we want to own it. Selectman Swanson stated that we don't want to change that paragraph. Chairman Condra stated that we don't want to inherit. S, it was agreed not to change it.
- #6 - The all agree with Attorney Little's recommendation.
- #7 - Chairman Condra recommended to add Attorney Little's verbiage. All agreed.
- #8 - All agree.
- #9 - They agree to add executory interest on the last line of paragraph 19 on page 20.

Selectman Swanson summarized: Ask Ian McSweeney to change #'s 6, 7, 8, 9. Numbers 1, 2, 3, 4, 5 are ok as is. Selectman Williams will have a discussion with Attorney Little regarding the ability to move trails around, and structures

Regarding the Mark Gabel issue; Attorney Little will be asked for his advice on sending a follow-up letter.

They discussed the letter submitted by Joe Torre, stating that it is one of several things they are concerned about. Chairman Condra would like Si's opinion on whether to send the above changes to all of the parties involved: High Mowing, the Frye's; The Russell Foundation; and Yggdrasil.

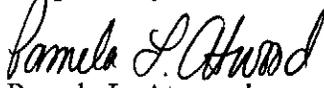
Selectman Swanson talked about the Energy Audit performed by Margaret Dillon.

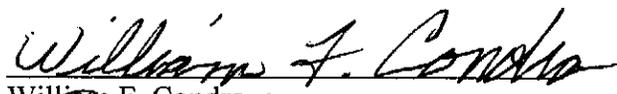
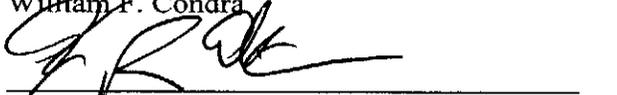
The Board discussed the abatement of the Wilton Masonic Temple taxes.

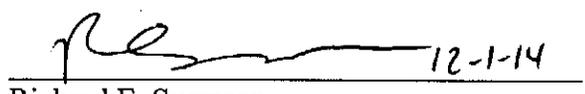
Motion: Selectman Williams made a motion to abate \$6,226.27 from the 2014 Wilton Masonic Temple property tax. Vote: Swanson, aye; Williams, aye; Condra, abstained. Motion carries.

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

Respectfully submitted


 Pamela L. Atwood,
 Recording Secretary


 William F. Condra

 Kermit R. Williams

 12-1-14
 Richard E. Swanson
 11-24-14
 Date Signed