

TOWN OF WILTON  
SELECTMEN'S MINUTES

Date: December 1, 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.

John Shepardson attended the meeting to review his budget with the Selectmen. He discussed his burner inspection line item, explaining the procedure of tracking burner inspections. He suggested abandoning the practice of being paid separately for these inspections. He stated that next year he will need to spend additional time on form redesign and website work so he would like to budget his position as a 20 hour per week job. The Selectmen had a discussion regarding the burner inspection line item. Chairman Condra agrees with John that the burner inspections should be part of John's regular job and not a specialty line item on the budget for one employee. It should be incorporated into the function of his job description; but the permit fee should still be collected. After further discussion, John asked that the Selectmen support him when he proposes this change to the Budget Committee. Because John is proposing more hours Selectman Swanson noted that there is a 23% increase in the salary line. John told the Board that becoming a 20 hour per week position slides him into a different category which would qualify him for benefits as a part-time position. Chairman Condra stated that the position has always been approved for up to 20 hours going way back to when Frank Millward was in the position. After the Selectmen were satisfied with John's budget presentation, John updated them on a furnace problem. John told them that since the renovations in the Town Hall the steam pipes are now banging severely. The usual plumber for the steam furnace is not responding, so John suggested hiring Jason Wetherbee for the problem. Selectman Swanson suggested that a lot of money is being spent on the furnace and that money might be saved by replacement. After further discussion the Board agreed that John should contact Jason Wetherbee.

Bart Hunter of the Conservation Commission was next on the agenda to discuss the Shattuck issue. He suggested having the circuit rider from DES come down to check out the situation with the pond and wetlands. Chairman Condra thinks it is a definite intrusion on the wetland's buffer. A stream was rerouted so there could be a pond. They looked at a map of the property. The Selectmen agreed to support asking the State to become involved for a Wetland's Survey. They talked about the Conservation Commission budget.

Next, the computer and software purchase for the Storm Water contract was discussed. Selectman Williams stated that he looked up the costs for both. He presented the proposal and stated that there will be multiple uses for GIS software in the future. The Town should buy the system which would be lent out to the individuals doing the particular interface needed at that time; it would remain Town property. He proposed purchasing the ArcGIS software for local government. Going through the State we can purchase the software for \$1,425. The computer will cost \$2,780. These costs will come from the Storm Water budget that was approved for 2014. The Selectmen agreed with purchasing these items.

**Motion:** Selectman Williams made a motions to immediately purchase the hardware and software for a GIS system to be used for this and future GIS activities. The motion was seconded by Selectman Swanson, followed by a vote with all in favor. Motion carries.

Next, Chairman Condra spoke about the recommendation from DRA regarding the money for the Frye Farm Easement. He drafted a signature page that states that the money will stay in the bank until deemed appropriate to remove it for the purchase. Selectman Williams suggested moving the money to an escrow agent as another option. Chairman Condra is aware of this option but is not in favor of it. Selectman Williams brought Selectman Swanson up to date regarding his conversations with Ian McSweeney and Attorney Little. He will provide the updated easement language for the Board. The contract to encumber the funds was signed with Selectman Williams reserving the right to, in the future; send the money to the escrow agent. A document from Ian McSweeney showing the money that was raised for the land acquisition was presented. Chairman Condra looked at the document and was ok with it.

The next discussion was about performance reviews. Selectman Williams presented the document he created to receive the feedback from coworkers and peers. Both Rick and Bill had concerns with this area of the performance review; Selectman Swanson with the negative feedback areas and Chairman Condra with the possibility of creating an air of animosity among such a small employee population. They made some changes and agreed to start out with this form knowing that it is subject to amendments. They will move forward with the first performance review.

The meeting minutes were signed.

The Account Payable manifest was signed.

Payroll for period ending 11/29/14 was approved.

A document to encumber funds for the \$80,000 Frye Farm Easement was approved.

The Energy Committee will meet on December 9<sup>th</sup>. The Board would like to see if Margaret Dillon, the Energy Audit Consultant, could attend the December 15<sup>th</sup> meeting to give a presentation on the audit to the Selectmen.

Selectman Swanson talked about a motion made during a previous meeting which allocated \$2,050 from a Town Hall line item to fix a Library problem. Subsequently, the Board learned that the correct procedure in an instance like this is to overspend the line item where the expense actually occurred. He wondered if the minutes should be changed to reflect this new piece of information. Chairman Condra stated that minutes are historical and this set of minutes will reflect the change of procedure. Selectman Williams further stated that these minutes should reflect that we will overspend the Library line item and provide documentation for the Auditors; further, that money will come from the undesignated fund balance this year.

There was a discussion about underground utilities, specifically electricity.

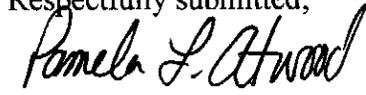
The Selectmen wish to encumber funds for roof repairs. Pam will get quotes.

At 8:54 P.M. Chairman Condra called for a nonpublic session per RSA 91-A:3,II (a) to discuss a salary issue. Selectman Swanson seconded the motion and all were in favor.

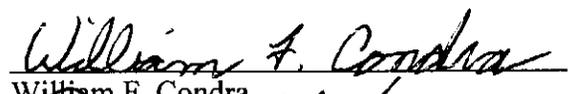
The regular meeting was called to order at 9:15 P.M. The upcoming Budget Committee meeting was discussed. Selectman Williams volunteered to attend in Bill's place.

A motion was made to adjourn the meeting at 9:30 P.M. by Selectman Williams, seconded by Selectman Swanson, followed by a vote with all in favor.

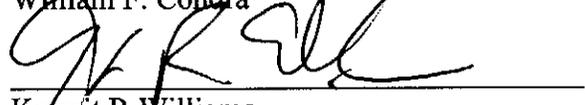
Respectfully submitted;



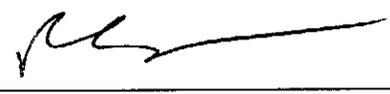
Pamela L. Atwood,  
Recording Secretary



William F. Condra



Kermit R. Williams



Richard E. Swanson

12-8-14

Date Signed