

**TOWN OF WILTON SEWER DEPARTMENT**  
**SPECIAL MEETING TUESDAY Dec. 29, 2015 at 6:30PM**  
**Courtroom**  
**DRAFT MINUTES**

1 Wilton Sewer Commission held a special meeting on Tuesday, Dec. 29, 2015 at  
2 6:30PM in the Town Hall Courtroom. Present were Commissioners Tom Herlihy  
3 (Chairman), Chris Carter and Tom Schultz; Kermit Williams (member of public and  
4 Selectman); Clerk Joanna K Eckstrom.

5 Business was conducted as follows:

6 The following is a tentative agenda:

- 7 1. Call to order: Chairman Herlihy called meeting to order at 6:43PM. Bill payments  
8 were authorized as needed including "New Equipment" purchase allocable to  
9 2015.
- 10 2. Public Input/Comment: Kermit Williams was present; will speak to agenda items  
11 – reserve account and sewer commissioner stipends (new business)
- 12 3. Minutes December 10, 2015 on a motion by Tom Schultz, seconded by Chris  
13 Carter, the minutes as written of 12/10 were unanimously approved.  
14
- 15 4. Accounts Receivable – income statement – Jane provided report of collections  
16 through 12/28 - \$300,472 collected.  
17
- 18 5. Accounts Payable – Pam's report through 12/28 plus additional bills authorized  
19 for payment indicates that approximately \$245K was spent in 2015. Means  
20 about \$55K 'surplus'.  
21

22 It was noted that Pam's report included income (remitted by collector) but Pam's  
23 and Jane's numbers differ significantly. Consensus of commissioners and Kermit  
24 that it would be helpful if numbers and reporting was more consistent.  
25

26 Discussion ensued about how to earmark funds for a reserve. Kermit suggested  
27 that funds could be encumbered (for a specific project). As there had been plans  
28 to complete the Maple Street project in 2015 (and bids obtained), Tom Schultz  
29 moved, Chris Carter seconded and commissioners unanimously approved the  
30 "encumbrance of \$50,000 of the sewer department's 2015 budget for the  
31 reconstruction of the main sewer line on Maple Street from Putnam Street to  
32 (approximately) the Frog Pond Brook." The project is to be completed as soon  
33 as practical in 2016.  
34

35 Clerk to send letter to Selectmen about the encumbrance asap.  
36

- 37 6. Adjustment of charges – Milford – there has been no response from Milford; clerk  
38 has several phone calls, e-mails into Dave Boucher.  
39

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- 40 7. 2016 Budget – any updates – no changes at present.  
41
- 42 8. System Report – issue of failed pump resolved; Mr Carter noted that department  
43 needs to get ready for new requirements for storm water treatment, etc.  
44 Unfortunately, for many towns, these (MS4) are unfunded mandates.  
45
- 46 9. Capital Reserve account – discussion was deferred for the time being.  
47 (Encumbrance from 2015 budget authorized instead.) Still waiting for response  
48 from DRA (via Betsy Castro) on how to set up reserves in 2016.  
49
- 50 10. Other business: Sewer Commissioner stipend – per RSA 149, the Selectmen  
51 have authority to set compensation for sewer commissioners. Mr. Schultz said  
52 he’s the commissioner who suggested a higher rate; Mr Carter agreed that  
53 higher rate is appropriate due to demands of the position – it’s not just monthly  
54 meetings but also regular contact with Milford, etc.  
55
- 56 Kermit Williams said he personally has no issue with raising the rate. (It was  
57 noted by the commissioners that compensation had been presented to  
58 Selectmen and the budget committee in budget review process). But it’s  
59 Selectmen’s role to set compensation; Mr Schultz (and perhaps Mr Carter) will  
60 attend 1/4/16 Selectmen’s meeting on this.  
61
- 62 11. Next meetings: January 14, 2016 – WSD regular meeting ... Mr Herlihy will be  
63 in Florida beginning on Dec. 30<sup>th</sup>. The next several meetings will be done via  
64 conference call. Mr. Carter will serve as ‘interim’ chairperson.  
65

66 There being no other business, the meeting adjourned at 7:50PM.  
67

68 Respectfully submitted,  
69 Joanna K Eckstrom, Clerk