

TOWN OF WILTON BUDGET COMMITTEE

Location: Wilton Fire Station
7:00 P.M.

FINAL MEETING MINUTES December 3, 2015

Members Present: Cary Hughes, Chairman; Don Davidson, Vice Chairman (late); Betsy Castro; Harry Dailey; Joyce Fisk; Rick Swanson, Selectmen Rep.; and Dawn Tuomala, Secretary

1. Chairman Hughes called the meeting to order at 7:02 PM.

2. Review and Approval of October 8, 2015 Minutes

Page 2 line 39 add Carol Roberts to the Committee List – Apologies for missing her.

Motion was made by Mr. Dailey to accept the minutes of October 8, 2015 as amended; seconded by Ms. Fisk; 4 in favor; in favor; 1 abstained (Ms. Castro); motion passes.

3. Presentation of Budgets

a. Heritage Commission – Stan Young

Mr. Young presented the Heritage Budget stating that some of the existing signs need to be repaired and cleaned at an estimated cost of \$200. They would like to add new signs at the Legion Building, Lower Main Street, Pead Hill and Frye Field. The Abbot Hill Sign is sagging so the posts need to be fixed. This is a good way display the 270 year of the Town of Wilton. This has been a successful project with 10 larger signs and 9 smaller signs displayed throughout the Town. The signs describe the history right where it happened. The total budget is estimated at \$1,500. The signs are developed as the years go by.

b. Planning Board – Jeff Kandt, Chairman

Mr. Kandt explained that the only increase in the Planning Board Budget was due to the new wage schedule for the clerks. The clerk was making \$14.50 and will now be making \$17.50. This will bring the wages in equity amongst all of the clerks.

c. Zoning Board – Neil Faiman, Chairman

Mr. Faiman requested that the small budget of \$3,531 remain the same as last year. They didn't have many cases this year and it is better to be level funded than to have to go back to the Town due to an increase in the amount of cases. The income brought in by the applications almost offsets the expenses.

TOWN OF WILTON BUDGET COMMITTEE
Meeting Minutes for December 3, 2015

d. Welfare Department – Andrew Clifford, Administrator

Mr. Clifford explained that electricity as a 1.3% increase along with the rental rates. Gasoline will remain the same and heating fuel has been reduced by \$500. The medical payments and prescriptions have been reduced due in part to a reduction in people asking for the assistance. Vehicle repair line is to be able to help someone out that needs to have a minor repair in order to keep their car on the road for hospital visits or getting to work.

Mr. Clifford explained that he would like to add one more item to possibly the Dues and Subscriptions line 4501. The additional \$220 would be for purchasing a subscription to run a computer program that will track cases even if they are in other Towns. Right now he has no way of knowing if someone is going to another Town for one thing and coming to Wilton for something else. This way he can easily see the big picture without having to spend time calling around to other Towns. Presently he is about \$2,000 under last year's budget at this time.

e. Community Center – Joanna Eckstrom, Treasurer and Board Member

Ms. Eckstrom presented the income and expense report for 2015 and the budget for 2016. They are asking for \$1,500 again this year for the center. They had a successful year by having a direct mailing for donations which totaled \$2,955; there was another \$495 in memberships and \$1,065 in programs and events. They are hoping to bring in bring in more money before the end of the year and have more programs next year.

There was a onetime expense this year due to not filing the appropriate 501(3)(c) forms so they were temporarily suspended but they have since refiled and have been reinstated. They won't have that expense again. They have run a surplus last year and through October this year. They are planning to donate \$200 to the Giving Tree this year.

The surplus will help them to be able to find a home to hold meetings and events. Presently they have a relationship with the Second Congregational Church. Ms. Eckstrom responded to a question about them becoming self-supporting stating that she felt they would always ask for token amount from the Town. They are doing projects with other groups and have held events at Edgewater Estates and Library. They plan on offering the CPR course again which was a success last year. They would like to bring the younger and the seniors together. They are looking into doing safe babysitting course. Everyone is invited to the Library on December 12th to make your own holiday arrangement.

f. Main Street Association – Bart Hunter, President and Alexis Pittman, Treasurer

Mr. Hunter stated that they are planning to expand outwards from Main Street. Mr. Pittman explained the budget stating that they were going to give out Business Block Grants of \$500 each to help someone write out a business plan. They are also planning of having Community Investment Grants. One idea was to help the Junior athletic

TOWN OF WILTON BUDGET COMMITTEE
Meeting Minutes for December 3, 2015

association by replacing the electrical panel up at Carnival Hill. The panel is an electrical hazard and desperately needs to be replaced.

Mr. Dailey asked why not use the field and electric panel at Whiting Park. The fireworks are held up at Carnival Hill and having a dinner event at the Park won't bring people up to Carnival Hill for the later festivities.. Pittman stated that MSA has the ability to do these types of things where the Town doesn't. This would be a joint venture between MSA and the athletic league. Fixing up the snack shack building that is just accumulating trash and fixing the panel would cost about \$5,000 and it would be an investment for both.

Mr. Dailey stated that he felt that this was beyond the character of Main Street and beyond the scope; that if there was an issue up there it should be addressed by the highway department or parks and recreation and the Town. He stated that MSA can't give away the money as "grants" since this money was coming from the taxpayers.

Mr. Pittman explained that MSA wants to invest in the community of Wilton. Possibly bring the film festival back to Town in order to help Dennis with the flagging attendance at the theater. They saw something broken at Carnival Hill that is an embarrassment and the electrical is unsafe so they want to help. They don't have any definite plans but many ideas that they will sit down and talk with the people about what is the priority and where the monies would be best served.

Mr. Dailey explained that the budget committee needs and wants specifics and that it is difficult to support something that is so nebulous. People need to have more concrete ideas about what is happening with their tax money. The summer event is still shown as running as a loss so why should they continue that if there is a deficit year after year. The object of having an event is usually to raise money. You should either raise the revenues or decrease the expenses and plan on that, not the other way around. Mr. Pittman stated that this year they were able to find someone to donate the money for the fireworks and that this was a one year event only and that they weren't sure if they could get them to donate again. They were scheduled to come back in on January 7, 2016 with changes to the budget.

g. Conservation Commission – Bart Hunter

Mr. Hunter explained that the contract with NRPC to create/update the Conservation Plan is almost finished. They will only be getting 10 hard copies for the various departments. There will be an electronic version on the web site for people to download. Some of the members want to go to conventions this year. Under line 5103 they paid for 2 years under this line item instead of just one. The State fees were paid last year but they are not showing up on the line item.

There will be more spent under trails and maintenance due to the dam face at the frog pond. In order to get away from the brush they will seed in a cover crop. They are going to use some of the L-chip monies to fix the access off of Maple Street which is the best access.

They will be cutting back the brush on Carnival Hill so that it doesn't fill in. Some work will also need to be done in the old orchard. There was a berm across the drive that was

TOWN OF WILTON BUDGET COMMITTEE
Meeting Minutes for December 3, 2015

maintained when Charlie was agent but it has deteriorated as the farmers keep driving across it. The drainage is running down the hill, across the street and into a cellar, which is in contract services. There is also money in case a tree on conservation land falls and needs to be taken care of.

h. Building Inspector – John Shepardson

Mr. Dailey passed out a new budget that includes another reimbursement for mileage that has impacted the line item considerably. The mileage line is already over budget for the year so that line will need to be adjusted.

Mr. Shepardson also explained that he is requesting new filing cabinets. He has run out of room, in addition there is still one box of various permits that were done years ago prior to filing the documents. These need to be integrated in with the rest of them so that they can be easily accessed. The existing cabinets are all mismatched and are in rough shape so he would like to replace all of them and be able to get some for more storage.

Mr. Dailey brought up the fact that this is going to become more of a problem in the future for many of the departments as space becomes a premium. Are filing cabinets the best solution; Many of the items have to be stored as a hard copy per the RSA's and can't just be scanned and put on file electronically. The Library is having the same issues. More research should be done in the future to determine what the options might be.

Mr. Shepardson had anticipated purchasing them this year but the legislature didn't adopt the new code. They are still operating under the 2009 code but they are supposed to be in a 3 year cycle. Everyone else is on the 2012 manual and the 2015 manual has been published for a while now. Hopefully it will be accepted this year. The income is already up this year from last year. The income has been comprised of a number of smaller jobs like installing bathtubs and generators and not major construction.

i. Library – Pat Fickett, Director and Molly Shanklin, Treasurer

Ms. Shanklin reported that there has been a decrease in overdue book fines this year. People are preferring to return books on time versus paying the fine. Since the schools are now combined Lyndeborough also receives free passes to come to the Library. The wage and salary study has increased the wages. The increase will be realized over a 2 year period. There are concerns that the salaries have gone up exponentially.

The Library Director is required by the Library Trustees to have a Masters so they have given that position a Grade of 10. The salary document used compares Wilton with other libraries similar in size and/or programming. Wilton was fifth from the bottom in the pay scale and they want to increase the pay up to the middle of those reviewed. They worked the pay scale backwards from the education required and the number of years of experience. The position is most closely related to the school system Librarian. They will be looking for a new Library Director in 4 years. They have been seeing a lot of attrition in the employees. Presently the Children's Librarian is looking because they can't survive on pay they receive here.

TOWN OF WILTON BUDGET COMMITTEE

Meeting Minutes for December 3, 2015

Wilton offers 365 programs a year or one a day. This compares closely to those offered in Bedford and doubles what Peterborough is doing. Wilton decided that the Directors shall all have a Masters in Library even though it is not required by NH law. There will be a \$21,000 increase in wages and taxes.

They have an estimate of \$186,426 to repair the roof in the year 2026. That is \$22,000 per year which they are asking for in a warrant article for the next nine years. This estimate is better than the \$800,000 from before. They want to do their due diligence and prepare for it ahead of time.

Since the Library has its own tax ID number and they run their own system the employees are not considered employees of the Town therefore they have their own IRA which the library matches by 3%.

The heating fuel line has increased by one fuel delivery. They are putting window worms in the windows to stop the drafts but the building has a one pipe steam heat system that is not very efficient. The book keeper is saving a little money by working out of their house.

There were significant overages from the drainage project this year. There will be another \$10,600 added next year to complete the landscaping. The Selectmen were only recently contacted and they have decided to take the money out of the general operating budget for the Town. There was discussion about where, when and how this should be accounted for. The excess amount totals \$32,700 with \$21,100 being paid for this year and the \$10,600 being put off until next year. The Library has also put \$9,000 towards it.

Mr. Swanson apologized for not involving the budget committee when this first came to light. If there is a budget over run the Budget Committee should be notified immediately.

Chairman Hughes stated that he wasn't aware of the issue until he read it in the newspaper and he appreciates the apology from the Selectmen. There are certain procedures that are required to be followed such as talking with DRA. They must be contacted to have them give their approval on any extra spending amounts. The overall Town budget can't be overspent otherwise we end up in a deficit appropriation which will be an even worst situation. In the past it has always been the practice to notify the budget committee or at least the Chair to get appropriate course of action that needs to be taken.

The Library needs to come back to the committee on January 7, 2016 to review the budget numbers again.

j. Goss Park – Lisa Davidson, Treasurer; Christine Schwab, Park Manager and Mike McGonegal, President

Ms. Davidson explained that once again the membership was down due to the cold and rainy summer. They are having to do a few minor repairs this year and a few major ones next year. They have discovered that the pier wall is starting to lean in; they are hoping to just push it back without breaking it. The drainage from the parking area and tennis

TOWN OF WILTON BUDGET COMMITTEE
Meeting Minutes for December 3, 2015

court keeps washing out the beach. They are losing their head life guard and staff to Hampshire Hills or Keyes Field due to the difference in pay. Goss Park pays \$7.50 per hour but Hampshire Hills will pay \$10 per hour. Therefore they have had to increase their payroll line. Mr. Dailey explained that they just went through a wage and salary study for every Town employee. Every one now has a pay grade and a job description and will be evaluated yearly. Ms. Davidson stated that they have job descriptions for everyone and this has never been a problem before. They can't afford to bring in 6 or 7 new people each year as that wouldn't be a good way to run the park.

The insurance used to be provided from the Local Government Agency by they will no longer be offering policies come June 2016. They are looking for another agency by no one is willing to cover beaches. There was discussion about taxes (which they don't have to pay) and the percentages between the two towns. All of the percentages are different between all of the different services that we share.

The dock project and the wall are expected to cost \$8,000. The bid that came in was for a total of \$13,000 in materials and labor but they have been speaking with Leghton White, who has agreed to donate a lot of the materials. They just go the quote in last week so they haven't had a chance to review it all yet. They do have between \$2,000 and \$3,000 that they have been saving towards the project. Membership mailings were stopped about 4 years ago but they were thinking about doing them again as a way to get the word out to people. This could be another reason for the membership drop off and they need to get the word out again. There was discussion about mailing costs and if they could piggy back on the Town's other mass mailings to everyone. They will need to come back in on January 7, 2016 with the updated costs.

4. Other Business

Chairman Hughes Thanked Chief Dick for letting us use the Station to hold the meeting. The meeting next week will also be held in the station.

5. Adjournment

The next meeting will be on December 10, 2015 at 7:00 at the Wilton Fire Station.

A motion was made to adjourn the meeting by Mr. Davidson and seconded by Mr. Dailey; all in favor. The Budget Committee was adjourned at 9:10 PM.

Respectfully Submitted,

Dawn Tuomala, Secretary