

TOWN OF WILTON
SELECTMEN'S MINUTES
WILTON FIRE STATION

Date: June 19, 2017
Time: 6:00 P.M.
Place: Town Office
Present: Chairman William F. Condra, Selectwoman Kellie-Sue Boissonnault and Selectman Kermit R. Williams. Town Administrator Scott Butcher. Recording Secretary Pamela Atwood.

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

Chairman Condra called for a nonpublic session per RSA 91-A:3,II(c) at 6:30 P.M. Selectwoman Boissonnault seconded the motion followed by a unanimous vote.

The regular meeting was called to order at 6:49 P.M. Chairman Condra moved to seal the minutes of the nonpublic meeting, seconded by Selectwoman Boissonnault. Motion passed with vote: Condra, Aye; Boissonnault, Aye; Williams, Aye.

BMSI Software Proposal

Selectman Williams was asked for his input for the BMSI software proposal. He proceeded to explain the software and the modules that would be of interest to the town. He believes that it will fit better with the kinds of things we do. The fund accounting module will have more direct connections to DRA forms and reporting. TA Scott Butcher continued the discussion explaining the costs. He explained the two models they offer: cloud based vs. server installation. We must add the cost of a new server if we choose the server installation. An advantage of the fund accounting module is that both the Auditors and DRA recommend BMSI. There are other modules we can add at a later time. Productivity enhancements are available with these software modules. The permitting module could track impact fees, planning and zoning activities and would tie into Vision. Permits could be done online. Selectman Williams sees more value in the fund accounting mechanism than the permitting application. Discussion ensued. Selectman Condra asked if we can use the fund accounting module right now. Selectman Williams see how well they perform on one item. Selectman Condra asked if the Select Board was on board with the fund accounting module. Selectman Condra said we may lose the timeframe if we don't do it now. Selectman Williams asked about the option to get out.

Motion: Selectman Williams made a motion to move onto the next step. Send a copy of the contract to Attorney Little and find out what the escape clause is. Selectwoman Boissonnault seconded the motion. Selectman Condra add that he would like to hand this over to TA Scott Butcher to do all of the leg work with the contract. He also suggests that a vote of only two Board members will suffice for signatures on a contract so that Scott Butcher can move forward. A unanimous vote followed. Motion carries.

Selectman Williams left the meeting at 7:07 P.M.

When asked which version he preferred TA Scott Butcher said he would be in favor of the cloud version. It requires faith in BMSI but reduces our risk by having them manage the whole thing for us.

Town Administrator Job Description

Selectman Condra stated that the revised job description for the Town Administrator was agreed to by all Selectmen.

Motion: Selectwoman Boissonnault made a motion to accept the modified and updated Town Administrator job description that was agreed upon by the Board on June 16, 2017 in a work session. Selectman Condra seconded the motion followed by a unanimous vote. Motion carries.

Selectman Condra told Scott that at a future meeting the will decide on his spending limit. Selectwoman Boissonnault told him that all hiring must go through the Town Administrator except in the cases where it is prohibited by law.

Chapter 79E

TA Scott Butcher spoke about Chapter 79E saying that he hopes to have a final draft for the July 3rd meeting. Selectman Condra asked for Scott's opinion about going retroactive with this incentive.

Motion: Selectman Condra moved to table this discussion until the July 3rd meeting. Selectwoman Boissonnault seconded the motion followed by a unanimous vote. Motion carries.

Town Administrator Update

TA Scott Butcher updated the Board on the Information Technology project. A Request for Information will be going out to six vendors tomorrow.

There have been two sessions regarding the website upgrade. People are interested. Caitlin Martin has been very helpful with this project and has compiled a want list. Presentations are currently being scheduled.

James Jasper has been awarded the Riverwalk park project with our Highway Department doing some of the site work. Selectwoman Boissonnault asked if Jennifer Beck was asking for donations for things like park benches, etc. TA Scott Butcher said this was worth pursuing.

TA Scott Butcher said the North End project may be \$1,500 over budget after he added everything up. The fire alarm system put us over, plus Scully Architecture did not spec any voice or data wiring for the project which will cost \$7,300. He has asked for justification for this number. The figure also includes data wiring for the new conference room. At this point the furniture and filing cabinet money has been used up. Scott told the Board about the spray foam insulation project that will be completed. The vapor barrier is down and foundation has been foamed in the North End. The push button handicap access for the public entrance will be taken care of. Scott said Ingram Construction is listening to him. There was further discussion.

Old/New Business

Selectwoman Boissonnault discussed the Sewer Commission and their question about the bond money. She stated that they may have to ask for a loan from the Town so we need to be ready. She feels that charging a flat fee would be the better way to proceed. A payment agreement should have the terms and the time limit for paying it back. Selectman Condra said they will discuss it next week to develop a policy on internal lending. Selectwoman Boissonnault feels strongly about a fee. She had suggested we give them an operating budget but Kermit said no because it was tax payers' money, but if we charge a fee it would be given to the taxpayers for loaning their money. TA Scott Butcher will provide a document.

The EMS collection agency implementation was discussed. TA Scott Butcher told the Board about his meeting with Tom Varnum of Steven's Business Services, Inc. They only take 25% of what they are able to collect vs. 33% proposed by other services. We need to make some improvements on our own first, Selectwoman Boissonnault agreed saying we must close the gap.

Motion: Chairman Condra made a motion to enter into nonpublic session per RSA 91-A:3,II(a) at 8:04 P.M. Selectwoman Boissonnault seconded the motion followed by a unanimous vote.

The regular meeting was called to order at 8:15 P.M. Chairman Condra moved to seal the minutes of the nonpublic meeting, seconded by Selectwoman Boissonnault. Motion passed with vote: Condra, Aye; Boissonnault, Aye.

Delinquent Tax Payers


TA Scott Butcher spoke on behalf of Treasurer Jerry Greene who was unable to attend tonight's meeting. He wants to know how delinquent tax payers are handled. Jerry feels that Tax Collector Jane Farrell should send the tax bills plus an inclusion showing what else they owe so they understand the total due. He agrees that we should have a written payment plan with details. He also does not understand why there are tax delinquent properties that are owned by the Town of Wilton. It affects our balance sheet as it shows as a liability. He requests that the Board of Selectmen instruct Jane to remove them from the tax rolls. The Select Board asked Administrative Assistant Pam Atwood to relay this information to Jane.


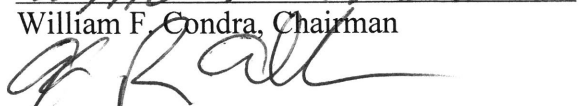
The Board signed their paperwork and reviewed the material.

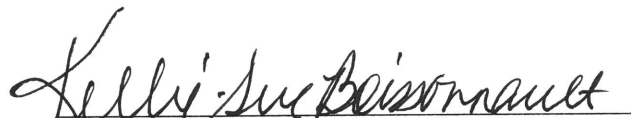
TA Scott Butcher told the Board about Fire Chief Jim Cutler's concern regarding future vehicle replacement. Selectwoman Boissonnault said the State of New Hampshire will do an evaluation. Scott said that Jim agreed that we should have that done. Scott will reach out to the State.

A motion was made to adjourn the meeting at 8:44 P.M. by Selectwoman Boissonnault, seconded by Selectman Condra, followed by a vote with all in favor.

Respectfully submitted;


Pamela L. Atwood,
Recording Secretary


William F. Condra, Chairman

Kermit R. Williams


Kellie-Sue Boissonnault
7-3-17
Date Signed