

TOWN OF WILTON
SELECTMEN'S MINUTES
TOWN HALL COURTROOM

Date: February 27, 2017
Time: 6:30 P.M.
Place: Town Office
Present: Chairman Kermit R. Williams, Selectman William F. Condra and Steven J. McDonough.
Town Administrator Scott Butcher. Recording Secretary Pamela Atwood.

Chairman Williams called the meeting to order at 6:32 P.M

North End Presentation Plan

Alison Meltzer was at the meeting to discuss her presentation for Town Meeting regarding the North End project. She suggested doing a Power Point presentation. The items to touch on shall include: Leaking steam pipes, storage needs, maintenance of town records, wiring upgrades, HVAC upgrades, better insulation, gaining a conference room, welfare area for confidentiality, fire alarm system, and further energy recommendations from the Energy Audit. Alison will present the architectural aspect and the Select Board can speak on the other items. Next, they discussed having an informational meeting on an evening and another one on a Saturday morning if there is interest. They will firm up the dates.

Main Street Association Summerfest Yard Sale

Next, Alison told the Board about a yard sale that Main Street Association is planning during Summerfest. They will charge \$10 per space and this will be a fundraiser for Main Street Association. She is here to ask for permission to use Whiting Park for this event.

Motion: Selectman Condra moves to authorize Main Street Association to utilize Whiting Park for a yard sale during Summerfest. Chairman Williams asked that she talk to Chief Hautanen regarding traffic and parking. Public Works Director Steve Elliott asked whether they wanted the electricity turned on for the event. Alison said that would be helpful.

There was no public comment.

Mailboxes Damaged

Years ago the Selectmen had decided on a maximum dollar amount to pay for damaged mailboxes. That amount could not be located in old minutes, and recently two mailboxes and one basketball hoop were reported to have been damaged during snowstorms. Steve Elliott said he feels \$75.00 is sufficient. The owners turn in their receipt and pictures for a replacement mailbox. All reports are subject to approval by the Director of Public Works.

Motion: Chairman Williams moves to pay up to \$75.00 per incident based on receipts. Selectman Condra seconds the motion which was followed by a unanimous vote. It was noted that granite posts or basketball hoops will not be paid for.

Mercier Land

Chairman Williams explained the situation to Selectman Condra. The owner recognizes that he can't do anything with the piece of land and he would like to donate it to the Town. What is the benefit to the Town? Selectman Condra thinks it's a possibility that as a non-conforming lot it could be built on; there is history of having done that. There was further discussion. Selectman Condra suggested that they take no

action until further research is done. Chairman Williams said we can research it and the Planning Board will be asked for their knowledge on the subject. Chairman Williams is not sure why the Town would want it.

Motion: Selectman Condra made a motion to table the item until more information is gathered. Chairman Williams seconded the motion followed by a unanimous vote.

Administrative Duties for Sewer & Water Commissions

Selectman McDonough spoke about the email written and distributed by Tom Schultz. He spoke to Pam and Caitlin regarding the administrative duties they do for the Sewer and Water Commissions. TA Scott Butcher spoke about our Accountant coming in to address the Sewer Commission regarding the reporting of numbers. We pay our Accountant to report the numbers and our Auditors back him up. There seems to be misunderstanding and communication problems. It may be time to reacquaint the Commissioners with how it's done. Chairman Williams gave the history on the extra audit that was done and how it was difficult to come up with an exact number to start off with; and he recalls making an agreement to start at 0. Administrative Assistant Pam Atwood said that in her research she could not find any minutes that gave a firm decision or had a vote. Selectman Condra also recalls a conversation that they agreed we were going to start at 0. Chairman Williams talked about the sewer fund account, saying that it should be treated like a revolving fund, but that it is unclear the action to take if they run out of money. He further stated that we should have an agreement as to what we will provide for the administrative fee. There should be a standard, not an open ended arrangement. TA Scott Butcher can define what we will provide for the money they pay.

Communication between Departments & Budget Procedure for 2017

These two discussion items share similar situations. The discussion was about the budget season and how things were different this year and the pressure and problems that caused. Scott spoke about things that could be avoided for next year and that it was late for him to jump into the process. This year was a transition year with changing responsibilities, creating tough situations for Pam Atwood and Selectmen's Assistant Caitlin Martin. Scott said for next year he would like to be present with the discussions with the Department Heads, and that the Selectmen's Office is the central repository for all the information so we should be driving that information. We need to know what we need and when; there were reports produced that were not used. Selectman McDonough said that he recognized the communication changes. Scott said the Budget Committee felt we were stepping on their toes. Next season we want to be ahead of the curve. Chairman Williams said the timing issue is in the Budget Committee's pre-view, but he agrees on having a schedule.

Budget Committee Cary Hughes spoke saying that they should get the budgets together earlier in the year; publish deadlines ahead of time noting what reports are needed and when. He spoke to Jamie Dow at the Department of Revenue Administration who confirmed that just two people should have administrative access to the Municipal Services Web Portal (Pam and Scott). Chairman Williams stated that what is on the State's web portal is not the official warrant; the one presented was the official warrant. The groups will meet after Town Meeting to set clear expectations for the next budget season.

Old/New Business

TA Scott Butcher spoke about the Public Safety Advisory Committee. He asked the Selectmen how they would like it structured. Chairman Williams said he will be the Selectmen's representative and that Scott Butcher should be on the committee as a non-voting member.

Chairman Williams presented his draft to the Milford Select Board asking for the proposal for the 2-Way Communication document. Selectman Condra stated that they should take no further action until they

receive the documents they are pursuing. TA Scott Butcher will have the letter ready next week for signatures.

They discussed the meeting scheduled for Wednesday afternoon with Atlantic Prefab, the company purchasing the previous PEP Direct building. Selectman Condra will be there; Steven Meno, Brent, Joe Torre, Jennifer Beck, Selectmen Williams and McDonough will all be there.

Jim Cutler spoke about the plans for North End. They have been sent out for 3rd party review. The party is doing the review at no cost, but he would be willing to accept a couple hundred dollars for the review that he normally charges \$130 per hour for that will take him 10 hours to complete. He will supply a written report on the plan from an overall safety point of view. There was further discussion.

Motion: Chairman Williams made a motion to offer a stipend of \$200 in compensation for the individual who is reviewing our town hall fire safety plan to make sure it meets code. Selectman McDonough seconded the motion. Selectman Condra suggested paying him \$350. Further discussion. Selectman Condra amended the motion to \$300. Chairman Williams seconded the amendment. The vote on the amendment was unanimous. The vote on the motion was unanimous. The amended motion carries.

Chairman Williams suggested a special Board meeting on Wednesday to complete the performance reviews still outstanding.

The New Reservoir was discussed. Chairman Williams said the Town needs to decide what to do with the Reservoir. It can be explained at Town Meeting and they can take input from residents. Chairman Williams will figure out a page for a handout. He took the folder for review.

Selectman Condra made a motion to go into nonpublic session at 7:56 P.M. per RSA 91:A,II (a). Chairman Williams seconded the motion followed by a unanimous vote.

The regular meeting was called to order at 8:39 P.M. Chairman Williams moved to seal the minutes, seconded by Selectman Condra. Motion passed with vote: Williams, Aye; Condra, Aye; McDonough, Aye.

Motion: Chairman Williams moved to approve the job description for Fire Chief with the replacement of Fire Fighter 2 requirement to be Fire Officer 1 & 2. Selectman Condra seconded the motion followed by a unanimous vote.

Motion: Chairman Williams moved to appoint Jim Cutler as our permanent Fire Chief under this job description and, further, that he obtain the minimum requirement in a reasonable fashion of three years. And, further, upon completion of Fire Officer 2 training his stipend be increased by \$4,000 to \$10,500. Selectman Condra seconded the motion followed by a unanimous vote.

The Board congratulated Jim.

Ambulance Recruitment

TA Scott Butcher updated the Selectmen on the recruitment effort for the Ambulance Service.

There was a discussion on the Land Use Change Taxes the Board was signing.

A motion was made to adjourn the meeting at 9:21 P.M. by Selectman Condra, seconded by Chairman Williams, followed by a vote with all in favor.

Respectfully submitted;

Pamela L. Atwood

Pamela L. Atwood,
Recording Secretary

KR Williams

Kermit R. Williams, Chairman

Stevenson J. McDonough

Steven J. McDonough

William F. Condra

William F. Condra

3/6/17

Date Signed