

TOWN OF WILTON
SELECTMEN'S MINUTES
TOWN HALL COURTROOM

Date: March 6, 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 6:34 P.M.

Library Trustees Appointment

Library Trustees Molly Shanklin and Ron Brown attended the meeting. Chairman Williams stated that the agenda item as stated was not what the Board was talking about. He said what they are talking about is more transparency. As an example he asked them to look at how the Town presents our information in the Town Report. The bulk of the Library's money comes from taxpayers; it is appropriate to be transparent. Ron Brown spoke saying they have come up with an agreement for the coming year (2018) going forward. It is a learning process for them too. They will be at March 30th Budget Committee meeting. Molly gave a handout showing the summary of their operating and trust budgets, and she gave explanations. There is currently 1.3 million dollars in the Gregg Trust. There was a lengthy discussion about several items: Unanticipated income taken from the income of the trust fund; combining the two and showing estimated trust income; line items trust income is expended on including maintenance on the building; the balance of the trust fund in the 1990's; trust fund fees; preservation of the principal; creating a plan and working with the Budget Committee moving forward.

Audience member Joe Torre made a statement. He has issue because of the 97% that is not reported. By RSA they are required to report all assets from all sources; all trusts and all expenses for the trust. Town Administrator Scott Butcher followed up saying they should be showing the total assets in the fund not just what they are earning in the fund, like the Trustees of the Trust Funds do. If this was done then the criticism would stop. Ron Brown stated that they will work with Harry Dailey to make sure everything is in the right format. Ron said in the event of a catastrophic event they can use the trust to rebuild the Library.

Chairman Williams encouraged them to look for grant opportunities through LCHIP. Ron Brown spoke about the slate roof plane. They have been keeping up with the maintenance so won't so it won't need to be replaced for 9-10 years. He mentioned a cost of \$186,000 for a new slate roof. The Board thanked Molly and Ron for their time.

There was no public comment.

Cemetery Trustees – Green Burials

Cemetery Trustees Steve Elliott and John Jowders attended to discuss green burials. Chairman Williams thanked John for his service as a Cemetery Trustee since he was not running for another term. They said that they were approached by people asking about green burials. The Cemetery Trustees have discussed it at length and found no reason not to plan out a section to incorporate green burials. They were here to give the Select Board information about the procedure and get their input. John had handouts which included

The Case for Green Burial, and the Rules for Laurel Hill Cemetery (Green Burial). John read the rules. There will be a total of 56 grave sites. Chairman Williams asked if there were any State regulations. John read the email from Terry Knowles, which states that there are no rules in NH, so it is up to the Cemetery Trustees. Steve stated that the Trustees are all in favor of it after many discussions. John explained the layout. Selectman Condra asked about the budget impact. There will be a cost for the gravel road. This area has never been used. After additional discussion the Trustees said they will come back to the Select Board after the Board has had a chance to discuss it.

Vacation Request Form

Jane Farrell was next on the agenda to discuss the new vacation request form. It was questioned whether this should be discussed in a nonpublic session. Jane sees no reason for it to be nonpublic. Jane explained that she had a conversation with Town Administrator Scott Butcher regarding salaried employees and *comp* time and how to address it. There are 5 or 6 of salaried employee and to date it has been an honor system. She explained her situation regarding working on President's Day. She said the Personnel Manual doesn't address *comp* time. Chairman Williams explained that traditional salaried employees are paid by work not by hours otherwise it equates to an hourly employee. Selectman McDonough doesn't understand what the question is. Jane said she thought the form requesting notice 2 weeks ahead was for hourly employees. She said the Department Heads each handle their own scheduling. There was a discussion as to whether we needed a flex time policy. Jane said she is not looking for hour to hour compensation, but how to handle and track. Selectman McDonough said if Jane had an issue with the form she should have gone to TA Scott Butcher not the Selectmen. Selectman Condra agreed that the responsibility rests with the Department Head and employee, but recording it, or the agreement for *comp* time needs to go to the personnel file of the individual and the Town Administrator.

Town Administrator Scott Butcher spoke saying that there were lots of issues being confused. Selectman Condra told how it works in Nashua and he said in Wilton, now the Town Administrator handles these issues, they no longer need to come before the Board of Selectmen. The Selectmen mandate recording of days off. Steve Elliot asked if they are to record overtime and Selectman Condra encouraged him to continue to keep his records. Selectman Condra continued by stating that all Department Heads report to Town Administrator Scott Butcher. Chairman Williams said currently there is no policy for salaried employees.

Selectman McDonough said that there was a need for a vehicle to record time off. The honor system was in place previously because we did not have Town Administrator Scott Butcher. Jane asked about having every employee fill out timesheets. After further discussion Selectman McDonough said this discussion is hedging toward nonpublic.

Town Administrator Scott Butcher spoke next. He said there was a reason for the form: Before he was here vacation and sick time for salaried employees was not being tracked. These hours are tracked for hourly employees and when they run out, they run out. Scott is perplexed why salaried employees seem to think when they work over 40 hours they get *comp* time; they must be held accountable. He objects to Jane's comment that the form is for hourly employees because when he introduced the form at the Department Head meeting he explained who it was for. The Department Heads must show leadership and set an example. It also has an impact at disability time. No other Department Heads have a problem with this form and give them to him in advance of a vacation. Scott said it is about accountability. Jane said the Town needs a policy, and she understands documenting her time but she is not asking for approval because she provides for coverage with her staff. There was continued debate on the issue.

Motion: Selectman McDonough made a motion to require all town employees to use the Absence Request Form. Selectman Condra seconded the motion. Chairman Williams wants to make modifications to the Personnel Policy in a different environment. He thinks tracking vacation is important but there are two issues here.

Selectmen Condra said this discussion has been going on since 7:10 P.M. and while it is a worthwhile discussion it doesn't address the vacation form. The Board of Selectmen should review the salaried documentation. He also said it is not right to talk about items not on the agenda. He moves the question. Selectman McDonough restated the motion to say: All employees requesting absence from work are to fill out this form and submit it to the Town Administrator. Selectman Condra said don't lose sight that Town Administrator Scott Butcher has some flexibility. A unanimous vote followed. Chairman Williams said there will be future work session reviews.

Official Motion by Board to Set Starting Point for Sewer Commission from Audit Findings

Town Administrator Scott Butcher explained the situation that after the Sewer Commission had their special audit there was a discussion about starting their balance at zero, a vote was never taken and it cannot be documented to start at zero. The "due to/due from" account that keeps track of money going back and forth was discussed. It's the accounting methodology that is used. The Board continued to discuss accounts receivable; a revolving type of fund set-up; and co-mingling of funds. Selectman McDonough said it is convoluted. Chairman Williams said they need a number to start from and zero is clean, whereas, Selectman McDonough said the Town covered them somewhere along the line; it is hard to just zero it out. Administrative Assistant Pam Atwood was asked to get the Auditor's report from that audit, and meeting minutes. The Board will revisit this issue.

Old/New Business

They set a schedule for performance reviews presentations.

The Economic Redevelopment Zone (ERZ) was discussed. The community must make the request and initiate it if they are interested in pursuing. Chairman Williams asked if it could be done in arrears. Town Administrator Scott Butcher will look into this. The deadline is March 10th. Chairman Williams will talk to DRED.

The newly formed Recycling Committee was discussed. Member terms were discussed. The group will meet at least quarterly.

The new Public Safety Advisory Committee was discussed next.

Town Administrator Scott Butcher handed out the structure and purpose statement. He will begin to gather members for this team. Chairman Williams will be the Select Board representative.

Fire Chief Jim Cutler presented the reviewed plan for the North End project. He said it was fairly clean. They may need to relocate a sprinkler head or two which should be in writing on the plan. They gypsum board will need to be put back in place. A couple of new fire extinguishers will be needed, and an exit light. The way door 105 swings was discussed. The table in the theater hallway needs to be removed and the movie signs can't be left in the outside doorways. Selectman McDonough asked Jim to thank the plan reviewer for his generously discounted rate.

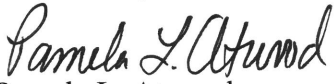
Ron Caswell, John Jowders and Jim Cutler went to Pennsylvania over the weekend to look at the ladder truck they hope to purchase. It is a good solid truck. There are some lights burned out and a piece of

fiberglass on front that would need to be fixed. Jim will create a letter stating the items of concern. He will also get some pictures in a Power Point presentation.

Chairman Williams told about the letter sent to Milford by the town of Lyndeborough that was a 91A request for information regarding the MACC Base communications issue. Town Administrator Scott Butcher will ask Russ Boland from Lyndeborough if they will share the information when they receive it. The Board discussed their concerns for future communications service. Chief Hautanen will be asked to attend the next Select Board meeting.

A motion was made to adjourn the meeting at 9:50 P.M. by Selectman Condra, seconded by Chairman Williams, followed by a vote with all in favor.

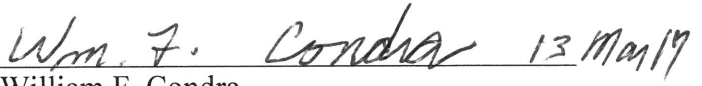
Respectfully submitted;


Pamela L. Atwood,
Recording Secretary

Kermit R. Williams, Chairman



Steven J. McDonough



William F. Condra
3/17/17

Date Signed