

TOWN OF WILTON  
SELECTMEN'S MINUTES

Date: July 25, 2016  
Time: 6:30 P.M.  
Place: Town Office  
Present: Chairman Kermit R. Williams and Selectman Daniel E. Donovan, III. Recording Secretary Pamela Atwood. Selectman William Condra was absent.

The meeting was called to order at 6:36 P.M. by Chairman Williams.

Chairman Williams informed the audience that the 6:30 appointment had cancelled and at 6:45 there would be a nonpublic session. Until then the Selectmen reviewed their paperwork.

At 6:51 P.M. Chairman Williams called for a non-public session per RSA 91-A:3,II (c). The motion was moved, seconded and voted in the affirmative.

The regular meeting was called to order at 7:26 P.M.

**Town Hall Building Entrance**

Alison Meltzer attended to discuss the Town Hall building entrance. She used the design plans from when the sidewalk was redone several years ago. She used overlays to show her ideas. She explained that the grades are off according to the plan by as much as 6". She had two different plans to show. Jane Farrell asked about hand rails. Alison explained how that would work and noted that there are possibilities to pick up a couple of additional parking spaces. Steve Elliott was asked for an estimated cost for the crosswalk changes. He explained why the raised crosswalks were chosen in the first place; one to be a traffic calming device, and also to increase visibility for pedestrians. Steve explained that the original plan submitted with the Warrant Article would have cost \$14,000 - \$15,000. These new plans which call for rebuilding the crosswalks and re-doing curbing will easily cost \$50,000. There was further discussion on possible ways to make this crossing safer. Chairman Williams said they would not be able to make a decision tonight and a new Warrant Article would be needed that had a real number and real plans. Selectman Donovan stated that he appreciates Alison's work on this project.

**North End Updated Plans**

Next, Alison showed the Board the updated plans for the North End of the Town Hall building. The updated plans showed the window placements and the wall finishes on the proposed office area. She presented the plan to those who work at that end of the building and said it seemed that they were happy with the plan. Once she gets the drawings done the Selectmen will need to decide how they want to proceed: 1.) Send the plans out to bid. 2.) Go the Construction Manager route – the Selectmen would interview for this position. Or 3.) Pay someone to do an estimate. Alison can have the drawings at 80% if approach #2 or 3 are used, but if approach #1 is chosen she must have the drawings at 100%. The Board thanked Alison.

**Town Administrator Interviews**

Administrative Assistant Pam Atwood showed the Board the schedule she had worked up for the Town Administrator interviews with the full-time Department Heads. Jane will not be at work during those time

frames and asked if she could do the interviews by phone. Chairman Williams suggested that Melissa could step in for her. He asked Jane for a quick decision on how she would arrange her interview timeslots.

### **Public Comment**

Steve Elliott asked what the document storage plans were for Town Hall now that the North End was being designed. Chairman Williams stated that the current record storage is disorganized and needs to be rearranged and we also need to re-think how we store things. Steve thinks it looks like less storage space with the new design. Kermit said they recognize this issue. Steve asked if the theater could be used for storage. Chairman Williams said that it is not a climate controlled area.

### **New Sign at Police Department**

Selectman Donovan stated that he would like to acknowledge and thank the person who donated the beautiful new granite sign at the Police Department. Also, the donation needs to be accepted by the Town.

**Motion:** Selectman Donovan made a motion to accept the donation of the Police Department's granite sign on behalf of the Town. Chairman Williams seconded the motion. A unanimous vote followed. A determination will be made as to whether the donor would like to be recognized or remain anonymous.

### **Recycling Committee**

The Selectmen need to appoint a citizen's Recycling Committee as is stated in the Recycling Center contract, and as requested by the Lyndeborough Selectmen. Steve Elliott suggested Jeff Stone for Wilton. Pam was asked to send letters to the four member towns requesting that they appoint a resident to the committee. Steve told the Board that the stickers have been ordered. Tracey Ewing asked questions about the financials of the Recycling Center.

### **Sign at Dam**

A decision is needed as to exactly what the signs at the Old Reservoir should say to keep people from walking on the dam and in the unsafe areas. The decision was for Steve Elliott to order signs that state: "Danger – Keep Off". These signs will be placed where they can be seen from multiple directions. Chairman Williams started a discussion about the New Reservoir. It was agreed that the Wilton Water Commission and Selectmen should hold a joint meeting to discuss the New Reservoir situation.

### **South End Lawn**

Pam discussed the fact that the lawn on the south end of Town Hall is getting washed away. Dennis continually shovels up the dirt after each rainstorm, but the hill really needs to be fixed. Chairman Williams asked who owns it. According to the Town map most of the hill is owned by the owner of 15 Maple Street. The Town only owns approximately 15 or so feet along the base of the retaining wall. The Board asked Pam to contact Sam Proctor and ask him to take some action to keep the run-off from coming down to the stairs. The Town would be willing to assist in an erosion control plan.

### **Goss Park Field Mowing**

The Goss Park field will no longer be mowed by the WJAA so the towns of Lyndeborough and Wilton have been asked to mow the fields for the remainder of the year. Lyndeborough and Wilton will swap off months. Steve Elliott will coordinate it with Gregg from Lyndeborough.

### **Personnel Handbook**

With the current revisions that have been made to the Personnel Policy, the Board was asked if this would be the final copy or if the Department Heads would get one more look at it. Steve Elliott stated that he would like to review it again. The Selectmen agreed to let the Department Heads take one last pass at it. It will be an agenda item for a future meeting to adopt the revised version.

**Yellow Block Lines**

Steve told the Board that he has not painted the parking lines yet at the Yellow Block. The Board approved this, telling him not to paint them until Joan Lemire attends the appointment she has with the Selectmen.

**Miscellaneous Items**

Miscellaneous items were discussed and directions given regarding fuel bids, timesheets, and the Town Administrator interview process.

**TA Interview process**

Chairman Williams updated the Board on the interview process for the final Town Administrator candidates. Meeting notices will be posted.

A motion was made to adjourn the meeting at 9:07 P.M. by Selectman Donovan, seconded by Chairman Williams, followed by a vote with all in favor.

Respectfully submitted;

Pamela L. Atwood,  
Recording Secretary

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Kermit R. Williams, Chairman

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Daniel E. Donovan, III

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Date Signed