

Select Board Meeting

Date: Monday May 7, 2018

Time: 6:30PM

Location: Wilton Town Hall, 42 Main Street, Wilton NH

Present: Kellie-Sue Boissonnault, Kermit Williams, Matt Fish

Public Attendees: Harry Daily, Jessie Salisbury, Cheryl Williams, Mary Ellen Brookes, William Condra, Edwina Hastings, Deb Mortvedt, Janice Pack, Sara Spittel, Jim Lavacchia, Jane Farrell, Mary And Shea, DJ Garcia, Abby Kessler, Jeff Stone, and Ruth Smith

K. Boissonnault opened the meeting at 6:40 pm.

Discussion Items

Town Administrator Update. Interim Town Administrator Paul Branscombe.

P. Branscombe had a few policy suggestions and examples of policies from other communities for the Select Board.

- Board structure policy - add a vice-chair and secretary position
- Bid policy
- Purchase Ordering Policy
- Fund balancing policy
- Delegation of financial functions - the Treasurer already read and adopted it. Bill Chalmers will need to sign this first.
- Job Description from the Town of Gilmington for at Town Administrator - we should put down the labor grades and this will be linked to the performance reviews.
- Intermunicipal agreements. This can be a model for the agreements for the transfer station and ambulance.
- Time sheets - we don't have a uniform timesheet - even salaried employees need a weekly timesheet that is signed.

The Board discussed that in the past they looked at the use of a time clock. Employees, salaried or not, need to submit a timesheet that is signed.

P. Branscombe discussed the website. He is not familiar with Civic Live, the service that was chosen. He suggested that since Virtual Towns and Schools has a newer version that is easier to use the Town try that rather than going with something new. K. Boissonnault said the Economic Development Committee had input in the past discussions and P. Branscombe should contact them. K. Williams shared some of the process used to consider new vendors. The Board wanted to have a site that can market the town as well as provide information. M. Fish shared he wanted to ensure that the site remains useful. He supports the Economic Development committee's vision but wants to make sure it is still updated and current. P. Branscombe will find out the price of upgrading.

New Hampshire Retirement System

K. Williams shared with P. Branscombe on the choice of that Wilton has made.

Ambulance Association - tabled for now.

Appointments

7:00PM K. Boissonnault MOVED to go into Non-public Session for RSA 91A.3, ii (b) - hiring. K. Williams SECONDED. K. Boissonnault - aye, K. Williams -aye, M. Fish - aye.

Continue with TA report

Signage at Town Hall

P. Branscombe cannot confirm that there was something in writing that confirms or accepts signs with Cliff Conte. K. Boissonnault said they voted in Feb or Mar showing the Select Board approved the signs. This was before M. Fish joined the Board. Scott Butcher was directed to see if we need all the signs. P. Branscombe doesn't think we need all the signs and doesn't see the need to spend all that money. M. Fish said that is a lot of money and we don't need that many signs.

Action Item: P. Branscombe will come back to the Select Board with a new recommendation.

Building Inspector

NH Signs is working with Brookside Mobil. The Mobil station wants to make their signs smaller and remove the flashing lights. M. Fish shared some history of signs and the Planning Board. The Board questioned if the new signs conformed or if this would amend a site plan. K. Williams said that when the Building Inspector took over the sign permits, this should simplify it if it is conforming. M. Fish added that often signs are part of site plan review. The Board asked for input from S. Spittel, Planning Board Chair, who said the Planning Board delegated this to the

BI. The BI is looking for input. Bill Condra's (who has experience with Building and Land Use) input was sought. He suggested that the Board direct BI to see if this sign meets the ordinance. If it doesn't, then she can direct them to to the ZBA. The Board agreed with Mr. Condra.

Audit

P. Branscombe asked the Auditor, Tamar to come in July for the Audit ad they agreed.

Ambulance Association

The Town missed the mortgage payment on the ambulance building. The TA has 14 days grace to respond to the bank. We are past the payment date and have incurred a late charge. Paul talked to Ambulance Chief Steve Desrosiers. The discussion moved to the Ambulance Association. The Board felt that the Town should pay the lease payment. K. Williams says we should make the mortgage payment, but not prepay the mortgage until we have an intermunicipal agreement. The bylaws say that once the mortgage is paid, the Association will dissolve and the assets split. Wilton owns the ambulance and the rolling stock. The remaining mortgage is about \$9000. What is the best way to mitigate the influence of the Association's influence on the Ambulance?

K. Boissonnault said we need to have a joint meeting with the other Boards of Selectmen and dissolve the Association. M. Fish we will then be responsible for all the operating costs. S. Desrosiers says this is already the case. And we can accept other customers. M. Fish asked if we we better off as a customer of someone else's ambulance service or have our own? K. Williams said that question had already been asked and found that we are better off with our own service. We looked at AMR and it was more expensive. But the missing piece that is a significant effort, we need an intermunicipal agreement with the participating towns and then we need to have our Town Counsel approve it, then seek the Attorney General's approval.

Action Items: Make mortgage payment, have a joint meeting with the other Boards of Selectmen, K. Williams requested the bylaws of the Association.

Planning Board Shoreline Exception Application

NRPC completed the application and the Select Board needs to approve it and send it if they choose to apply. M. Fish said we should include Stony Brook then explained the process and what the benefits are. This application included an intensive look at each and every lot in the historic downtown lots.

S. Spittel, Planning Board Chair, joined the discussion.

Action Item: M. Fish directed M. Decoteau to please double check the application as it appears that the Residential Ag zoned lots aren't included. K. Boissonnault said that the changes will be

made and updates and bring it back next week. M. Fish suggests that Planning Board and NRPC review. K. Williams says it is a Select Board application and we should get an update on the kind of things the state is accepting. S. Spittel will put the application on the agenda and will review for accuracy and that the application is acceptable.

Town Administrator Report ~ continuation

There will be a meeting about the King Bridge with DOT and the Historical Cultural Resources Committee, Holden Engineering and DPW Director J. Lavecchia .

Public Comments

Jeff Stone (Tremont Street) spoke about the website contract and that he was glad to hear this is getting some attention. There were many fact finding meetings, the notes from those meetings should be considered when revisiting web contract.

Deb Mortvedt (Badger Farm Road) shared her concerns about posting. For example, the meeting agenda for tonight's meeting wasn't posted this morning and it wasn't posted outside, minutes approved from two weeks ago were not available and the April 16 minutes are not in the binder.

Signs are important especially when the window is closed. Some signs are needed but not \$9000 worth

Response: The Agenda that was posted was incorrect. Not certain why the minutes weren't posted but they were signed.

Harry Daily (Abbot Hill Road) shared that he was happy to hear the TA job description was revisited and discussed. He was on the search committee last time and they spent a lot of time on the description. It is important that is is very clear so that both sides have the same description.

Ruth Smith (Burns Hill) shared three concerns.

1. R. Smith requested that the agenda be changed in the future. We are in the third hour of the meeting and Public Input is just starting. Why can't public input be earlier?
2. Can the idea of a Summer schedule be revisited? She suggested that this be revisited to be every Monday since there are so many pressing issues. For example, the dam repair was put off to September and there are many steps that have to be in place by Sept 1.
3. Downstream repairs for Emergency Action Plan - K. Williams said it was outdated and needs updating. R. Smith provided a letter (Exhibit 1). She shared the contents. This is if

the dam breaks and there is a flood. Pages 1-5 are descriptions of what needs to be done. Page 6 has a signed contract. The last page has project summary.

M. Fish responded that we have put in work on creating a bidding process. K. Boissonnault reminded everyone that this is Public Comment and the Select Board doesn't have to respond right away.

R. Smith continued. The last page shows that \$4948 was paid, about 48% of the contract. The remaining amount was never spent. She contacted the contractor to clarify and he didn't know why the work wasn't completed.

Her questions:

- Why was the work not finished?
- What happened to the funds?
- When a new plan is developed, where is the money going to come from?

New Business

None

Old Business

Habitat for Humanity - M. Fish reported that he spoke with Scott Slattery from the Nashua chapter offering Lot J-58. They are going to meet Wednesday at 8:00am at the Police Department parking lot and walk over to the property. M. Fish explained the process. The applicant for a house must put in 350 hours of labor and they put in a deposit, then Habitat for Humanity holds the mortgage. Habitat for Humanity didn't know of any Wilton residents are currently on their list. K. Boissonnault shared that the Board understood they can make some stipulations that it go to a Wilton resident.

Action Item: This meeting needs to be posted.

Stagecoach Bridge - M. Fish asked Jim Lavacchia to put together a proposal to repair this bridge. K. Williams suggested it be closed to vehicles. The houses on that road have access from the other side of the road. It is not the best use of Town funds to make some repairs as it would not get this bridge off the red line list. Many people like the look of the bridge. There is a process

Action Item: J. Lavacchia will report back. We need a letter from the Rodells for the site work on their property. The Select Board gave J. Lavecchia permission to do a study to help determine

the best course of action. At a Public Meeting we can present to the residents what the deficiencies of the bridge are, then some solutions, and sharing the input of the Police and Fire Chiefs and then ask the public what they want to do. This needs to be on the Select Board agenda.

Old County Farm Road Bridge (Route 101 side over Blood Brook) - Consensus is that this may not be good for emergency vehicles. When they re-decked it but abutments and substrate is in serious condition. No posting is required and still on red list. This is on the class V section.

Action Item: M. Fish will coordinate schedule with Thistle and DPW Director J. Lavacchia. The information from the report on the bridge should go out to any bidder for repairs. J. Lavacchia will need to make a schedule for excavation and tree work.

New Reservoir Dam - in the letter of deficiency dates were given by which certain repairs needed to be made. The engineer gave feedback that we can move some of the dates. Paul will work with K. Williams and J. Lavacchia to respond to the Dam Bureau of DES.

Summer Schedule - The Select Board wanted to move to just the first and third Mondays of each month. By having the every other week they felt they would be more productive. This will give them time to complete research. The agenda will be posted by the prior Friday. June 4, 2018, will be the first summer meeting through September 10, 2018.

The Board went through the Correspondence and Discussion File

Appointments

K. Boissonnault MOVED that Felice Fullam be appointed to serve on the Wilton Heritage Commission. K. Williams SECONDED. K. Boissonnault - aye, K. Williams -aye, M. Fish - aye.

K. Williams shared that the Board in the past that the Shoreline Protection Exemption was concerned about

K. Boissonnault MOVED to enter Non-public Session for RSA 91A.3, ii (e) - legal K. Williams. SECONDED. K. Boissonnault - aye, K. Williams -aye, M. Fish - aye.

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K. Williams MOVED to Seal the minutes. K. Boissonnault SECONDED. K. Boissonnault - aye, K. Williams -aye, M. Fish - aye.

K. Boissonnault MOVED to go into Non-public Session for RSA 91A.3, ii (c) - reputation. K. Williams. SECONDED. K. Boissonnault - aye, K. Williams -aye, M. Fish - aye.

Approval Items

10:05PM Select Board worked on Approval Items.

Adjourn

M. Fish MOVED to adjourn the meeting at 10:20PM. K. Boissonnault SECONDED. K. Boissonnault - aye, K. Williams - aye, M. Fish - aye.

Items available in the Select Board office:

05.07.08.Sign in Sheet

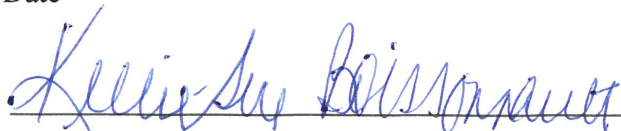
Shoreland Protection Exemption Application

Exhibit 1: Letter from R. Smith

Respectfully submitted,
Michele Decoteau, Building and Land Use Administrator

5/14/18

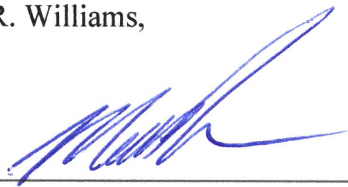
Date



Kellie-Sue Boissonnault,



Kermit R. Williams,



Matthew S. Fish