

Wilton Select Board Meeting

Date: Monday May 14, 2018

Time: 6:30PM

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

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

Attendees: Paul Branscombe - Interim Town Administrator, Police Chief Eric Olesen, Fire Chief Cutler, Town Clerk Jane Farrell, William Condra, Ruth Smith, Cheryl Williams, Chuck Crawford, Brent Hautanen, Dave Boissault, Tracy Ewing, Mary Ellen Brooks, DJ Garcia, Jessie Salisbury

K. Boissonnault called meeting to order at 6:30 PM and the Pledge of Allegiance was said.

Appointments

6:35 PM Kimball Physics – Chuck Crawford, Brent Hautanen

K. Boissonnault said that Kimball Physics came to talk about live streaming meetings. Kimball Physics will make a donation for several years to live stream meetings. TownHall Streams is one company that was researched and they install one wide angle lens, a microphone and a switch. Storage and playback are included for five years. This provides access to live meetings, archives, and for future meetings. The cost is \$3,000 per year or \$250 per month. Benefits include it makes town government more accessible, transparent, may encourage people to participate more since they can see the process, and at no cost to the town. The donation will allow Wilton to try it for a year and see how it goes. Equipment is leased so if there is a problem, they come out and fix it.

The Board said, thank you. C. Crawford said that the price is coming down and the quality is better. The reminder was that this is not a substitute for minutes. The Board discussed length of storage and legal questions. The question came up about meeting minutes being “cleansed” or “changed” prior to minutes being completed. The question came up is can it be downloaded? B. Condra said this is used by many committees in Hollis, NH. Microphones were added to capture all of the audio. At the end of the meeting, someone downloads the video and compares this to audio recordings. This system records everything.

K. Boissonnault **MOVED** to accept the donation from Kimball Physics for the live streaming for one year. Kermit Williams **SECONDED**.

Logistics were discussed. The contract should be in the Town’s name and Kimball Physics will make the donation directly to the town.

K. Boissonnault - aye, K. Williams - aye, M. Fish - aye. Motion carries.

C. Crawford shared some history of Wilton Falls building.

7:15 PM - WPD – Chief Olesen – computer information.

There was an exceptional weekend. There were two prisoners in the station this weekend who destroyed both cells. In the hard cell, the prisoner ripped the toilet off the wall and threw it against the front of the cell. The cell door popped open. There is audio and video surveillance but the Police want to have an officer in the area however there is no computer in the area. There is a data port in the back area and the officer could sit and monitor the prisoner if they had a ToughBook laptop. The operational system would have to be updated.

Also want to add plexiglass to the cell to further protect officers from spitting etc. Chief Olesen wants to secure the facility further to protect both the officers and prisoners.

The Board asked the Chief what rebuilding he was asking Dan Zager to complete and what can we look in to having RMON do?

The Select Board agreed to:

- Have RMON research and choose an appropriate laptop. Chief Olesen should work with them to make this as efficient as possible.
- Recommended looking at a security upgrade

The Chief discussed some of the security upgrades he's planning - some of the structural changes will be with DWP's assistance. These include changes to the soft cell door and a place for securing prisoners. The Police Dept is going to have look at upgrading the cells more fully.

Dave Boissonnault suggested Chief Olsen look at a Suicide Smock - this prevents prisoners from making weapons from their own clothing. Cost estimate is \$400.

Public Comment

Jane Farrell

1. RMON - internet at Select Board's Administrative Assistant is working. The Building Inspector needs a Trouble Ticket to add that computer to the network and give the Building Inspector access to Vision with a licence.
2. Shelving - the shelving has arrived and we received a discount. It was just under \$1600.
3. Putnam Hill Road Falls - there is a tree down across the path and a resident offered to take it out, but no. There are no parking signs on Isaac Frye Highway, but Putnam Hill doesn't have any signs. Was there interest in posting on Putnam Hill.
Response: The Board will check the minutes to see what they decided. B. Contra discussed some of the limits of what can be done on Class VI roads.

Action Item: Add this to the agenda for next week.

DJ Garcia (Pead Hill Road)

- Has expertise on Live Audio and can help - second opinion, move mics,
- Recommended that the liaison from the Select Board to the Police Department to look at the cells
- Urge the Select Board to reconsider the summer schedule at least until we have a full time TA.

Ruth Smith (307 Burns Hill Road)

1. Asked if the Select Board was going to consider the Emergency Action Plan she provided last week was going to be discussed

Action Item: Please put that on the agenda.

2. Wants more information on the Management Company -
 - a. She read from March 28 minutes - listing tasks from MRI
Response: Some of the parts of the Report that are non-public. John MacLean let them know he didn't have the time and he suggested Paul Branscombe.
3. R. Smith said that she remembered that some parts of the report could be made public and it can be made more neutral with professional editing.
Response: the Select Board will revisit revealing some portions
4. R. Smith asked how the exit interviews were being used.
Response: The Board will use it in hiring a new TA.
5. R. Smith added that this resource should be used in addition to hiring a TA but also how to manage people.

Discussion Items:

Interim Town Administrator's Report

1. Stagecoach Road - P. Branscombe shared a letter from residents supporting the closure of the bridge. Information on the second page about emergency vehicles - emergency vehicles would probably avoid this bridge. This bridge will not be maintained in the winter. DWP can on occasion check to make is clearable for pedestrians.
Action Item: Bring Jim Lavacchia, DPW director; Chief Eric Olsen, Steve Desrosiers, Chief Cutler on June 4, 2018.
2. Ambulance Chief Derosier wants to hire some new personnel. The Board reviewed the resumes.

K. Boissonnault MOVED to Hire Gerald Cole as an EMT, Frances Goodwin as an Paramedic and David Bellimer as a Paramedic. M. Fish SECOND. K. Boissonnault - aye, K. Williams - aye, M. Fish - aye. Motion carries.

3. Classic Signs - Cliff Conte thought the quote was a contract. Next Monday we will have something to look at. We did have a separate quote for design which we will have to pay.
4. Recycling center employee is back to work and Primex is aware of the motor vehicle accident.

5. Website - Have a call from Civic Live. P. Branscombe will have a conversation with Jason and the bill will come to about \$30K. P. Branscombe asked for permission to check with Virtual Town Hall. The Board agreed and suggested he contact Jennifer Beck for her input too. Mary Ann Shea commented that Milford, NH, just went to the most recent Virtual Town Hall and it was very easy to navigate.
 6. King Brook Bridge - spoke with Bill Rossinnol from Holden Engineering. This is fortuitous - P. Branscombe said he'd worked with him in Ashland in 2010.
 7. Ambulance Agreement - The Board discussed if this would be the other Select Boards coming here or Wilton going there or an entirely separate time. P. Branscombe will look into it and come back with a time other than a regular meeting.
 8. Policy for Board Structure - we should have a Vice Chair and a Secretary
- K. Boissonnault nominated K. Williams as Vice Chair. M. Fish SECONDED. K. Boissonnault - aye, K. Williams - aye, M. Fish - aye. Motion carries.

K. Boissonnault nominated M. Fish as Secretary. K. Williams SECONDED. K. Boissonnault - aye, K. Williams - aye, M. Fish - aye. Motion carries.

9. The Board asked P. Branscombe to find out information. Can we move away from cash for payments at the Transfer Station? What about a Square or ACH?

Upcoming Dates

1. Heather Dunkerley from the NH Dept of Homeland Security will be doing a school physical security assessment at Coop MS and HS May 23, 2018, and Rideout and Lyndeborough May 25, 2018.
2. K. Boissonnault reminded everyone that she is on vacation next week.
3. May 28, 2018 - it is up to the Board to recognize the holiday. The suggestion was made to move the meeting.

The discussion moved to the summer schedule. This would be two meetings per month. Draft minutes could be made available for review within five days but not be able to be copied until approved. This will provide more time to complete research and make thorough decisions. The majority of the towns in the area have selectboards that meeting twice a month. Once the offices are fully staffed, the Board discussed moving to a permanent twice a month schedule.

K. Boissonnault MOVED to recognise the holiday on May 28, 2018, and the next meeting be June 4, 2018. M. Fish SECONDED.

Discussion: If something pressing does come up, we should consider an additional meeting.

Amendment: We will recognise May 28, 2018, as a holiday and will add an additional meeting if needed. M. Fish SECONDED. K. Boissonnault - aye, M. Fish - aye, K. Williams - nay. Motion carries.

4. P.. Branscombe will be out of the office June 2 -June 16.

TA Search committee update:

K. Boissonnault MOVED to add Mary Ann Shea and Lisa Gibbons to the Town Administrator Search Committee. M.Fish SECONDED. K. Boissonnault - aye, K. Williams - aye, M. Fish - aye. Motion carries.

P. Branscombe returned to the discussion of Live Streaming. He suggested that we may need more microphones and a different table set up.

New Business

Girl Scouts

Girls from Girl Scout Troop 10957 had for their Silver Award they want to install a new dog poop station at Whiting Park at their school.

M. Fish made a MOTION to Authorize Troop 10957 install a dog waste station on the South East corner of Whiting Park. K. Williams SECONDED. K. Boissonnault - aye, K. Williams - aye, M. Fish - aye. Motion carries.

Action Item: please direct the scouts to choose a model that will still use the same bags.

Habitat for Humanity

M. Fish met with Tracy Ewing and Scott Slattery - reviewed potential site for donation. Discussed putting restrictions on the house. The house will go back on the tax rolls, and give lots of opportunities for local organizations to volunteer.

Action Item: M. Fish will follow up with S. Slattery

Swimming in the Reservoir

Should be available for town residents - there isn't a rule against it so we should take signs down. If you make your property available without charge, you are absolved from liability.

K. Williams MOVED to instruct the DPW to remove the No Swimming signs on Sandhill Road. M. Fish SECONDED.

WITHDRAWN by K. Williams

Action Items: P. Branscombe suggested we talk to Primex and get a legal opinion.

B. Boissonnault - check with the Fire Dept as there is a dry hydrant at the end of the road.

DJ Garcia - suggested checking the Dept Heads and ask for a memo.

Stickers at the Recycling Center

A number of issues - it is for the residents of the five towns but don't have to have a car registered in those towns. Some residents use cars registered to people outside of those five towns or are pedestrians.

K. Boissonnault asked what about a card that a resident can carry? There is a placement plan - the state just moved the inspection sticker and many residents had their stickers removed. Stickers expire at the end of the year. This is run by Wilton and the Wilton DPW but it is for all the towns. The other towns are basically clients.

Action Items: Ask J. Lavacchia to talk to his staff to make the Recycling center to make it more accessible to other towns, stickers, and address Chief E.Olsen's concerns about dumping.

Chief Olsen asked to work with J. Lavacchia on this. He was concerned about dumping of trash on back roads. The employees are being abused by customers and should not be. How can be sure customers are listening to the employees.

Financial Transfers

The financial transfers have not been completed. Wilton has not sent bills to other towns for the Ambulance Consortium and the Recycling Center. We have these revolving funds and we need to fund them properly. That is going to require J. Lavacchia and S. Desrosiers to have input but not necessarily generate bills. We need to know if we have already gotten money or invoiced them.

Action Item: M. Fish will talk with J. Lavacchia to get the numbers together and th invoices out for the other towns.

Action Item: K. Williams will talk with Chief Desrosiers to get the numbers together and the invoices out for the other towns.

Policy Review and Adoption

Fund Balance Policy - K. Boissonnault said we should add Revolving Fund to the list. K. Williams and P. Branscombe clarified that this is just unassigned funds. P. Bascombe said this should be a range with upper and lower limits. K. Williams said that it is voted on each year to set the tax rate. P. Bascombe said this is just good fund policy. And going to Tamar Roberts to see what they think.

Bid Policy - M. Fish said he thought this looked good but wants to see other examples. His only comment was about going to second bidder, rather it should be the next *qualified* bidder.

Purchasing Policy - K. Williams wanted to see other town's policies. M. Fish said all the policies looked great but also wants to see other towns.

Action Items: K. Williams will ask some other TAs to share their policies and share with the other Select Board members. This will be added to June 4th agenda.

TA Job Description

M. Fish thought the new one looked reasonable. Thought the one that P. Branscombe supplied was far superior

M. Fish MOVED to adopt the TA job description from the Town of Gilmanton- Updated June 2016 as the Town of Wilton. K. Boissonnault SECONDED. K. Boissonnault - aye, K. Williams - aye, M. Fish - aye. Motion carries.

Action Item: P. Branscome change Gilmanton to Wilton and change BoS to Select Board.

Time Sheets

The Board revisited Timesheets for employees. All employees should have task numbers and department numbers on all time sheets. K. Williams said he would like to have the timesheets kept at Town Hall.

Treasurer

K. Boissonnault expressed concerns about communicating with the Select Board. P. Bascombe shared that the Treasurer should have a deputy. DJ Garcia offered to be the deputy treasurer. M. Fish shared that the Treasurer didn't want a deputy.

The Select Board discussed having debit or purchase card rather than a credit card. The Treasurer has requested that there be a form for dept heads to keep track. We need a set of financial procedures. The Treasurer wants transparency in the use of credit cards. There should be a form. A town cannot just engage in acquiring credit without going to Town Meeting.

P. Bascome shared that the Treasurer wanted a credit card for emergency.

Action Item: P. Bascombe will request that B. Chalmers attend the June 4, 2018, meeting.

9:55 PM - Non-public RSA 91-A:3,II(b) Hiring

KB MOVED to go into Non-public RSA 91-A:3,II(b) Hiring. M. Fish SECONDED. K. Boissonnault - aye, K. Williams - aye, M. Fish - aye. Motion carries.

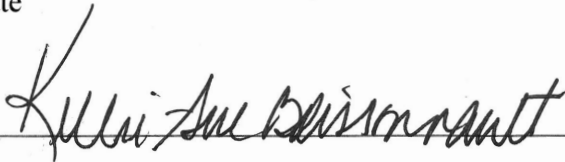
Approval Items:

1. Payables/Payroll
2. Meeting Minutes
3. Correspondence - Board worked on Correspondence

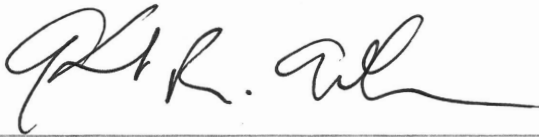
Respectfully submitted,
Michele Decoteau, Building and Land Use Administrator

6/1/18

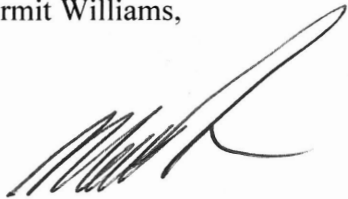
Date



Kellie-Sue Boissonnault,



Kermit Williams,



Matt Fish

Exhibits on File at the Select Board office

1. Letter from David Deysher, Fay Deysher, David Darbant, Tiffany Vogel, Mitch Young, Pam Campman, Audrey Robinson, and Robin Maloney dated May 11, 2018, regarding their support of the closure of the bridge at Stagecoach Road and Burton Highway. Two pages long.
2. Letter from the Girl Scouts of Troop 10957
3. Town of Gilmanton Town Administrator Job Description updated June 2016.