

Select Board Meeting

Date: Monday May 21, 2018

Time: 6:30PM

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

Present: Kermit Williams, Matt Fish

Absent: Kellie-Sue Boissonnault

Public Attendees: William Condra, Jeff Stone, Jessie Salisbury, William Condra, Sara Spittel, DJ Garcia, Cheryl Williams, Deb Mortvedt, Edwina Hastings, Cathy Gray, Mary Ann Shea, Ralph Buchanan

Kermit Williams – Vice-Chairman called the meeting to order at 6:32 PM and the Pledge of Allegiance was said.

Public Comment

Bill Condra

Is there going to be a tutorial for the public on using the streaming?

Response: We will have one here at Town Hall after it is installed and possibly have some instruction on social media. M. Fish shared the conversation from the Planning Board - not everyone was on board with being videotaped. Perhaps we can move the table.

Ruth Smith

Requested further information on the Planning Board's response to the video. M. Fish further explained that members of the Planning Board had mixed feelings about being streamed and it would be up to individual boards if they wanted to participate in the live streaming.

Edwina Hastings

What other options are there for disseminating information about training aside from FaceBook?

Response: We can put information on the town website too.

Mary Ann Shea

She works for the town of Milford. She shared that LiveStream is really simple and it is a small learning curve.

Jane Farrell

Logistic question - if we have two meetings at the same time, will only one meeting be taped?

Response: Yes, but we can work on the schedule as needed. There is no state law that requires the videotaping. Each Board should choose for themselves.

Deb Mortvedt

What is happening with Nelson's Basement?

She questioned the idea that Board might stay with two meetings per month after the summer. She thinks this is not a good idea. As a town, we are spending enough in taxes that we need to know what is going on.

Response: K. Williams agreed and said he thought continuing to meeting weekly after the summer was a good idea. M. Fish said he hadn't committed yet.

Ruth Smith

Shared that she has mixed feelings about moving to two meetings per month. There are economic pressures with two working parents. In order to get people who are younger, we may have to come to grips with alternate week meetings. She also agreed with Deb that there has been an astounding number of incidents. Response: M. Fish clarified that he agrees there is a lot going on and does not advocate for staying on the summer schedule.

Discussion Items:**Town Administrator Update - P. Branscombe**

Employment - Debra Harling accepted the offer of employment. Janice Pack did not accept our offer. Linda Jennings has been really helpful getting Debra up and running. The Board asked if there had been a background check on D. Harling. P. Branscombe said no and that was standard.

Health Insurance - we have not made payments for the past two months. K. Williams will need to work with D. Harling to work with Health Trust.

Edward Jones - we have not made retirement payments. P. Branscombe is working with their offices. K. Williams thought that K. Boissonnault was handling this.

Primex - we are aware that our Unemployment Compensation report is late and we are working to complete them.

Ambulance meeting will be Wednesday May 30, 2018, at 7PM here in the Courtroom. Just the Chairs of the Select Boards from Lyndeborough and Temple have been invited..

Flooding in Nelson's Basement - P. Branscombe will work with Primex to address the issue. The issue has to do with the road. When it was paved, there was a hole where water enters. The DPW director will decide what to do based on what the liability is. K. Williams further explained that part of this problem stems from this site being a former bowling alley. This could be filled with cement - it would be sad to see an historical site filled with cement. But not sure they know where the infiltration is coming from.

Signage - Cliff Conti has prepared a new estimate. P. Branscombe shared a handful of designs and it is about half of what was in the last quote.

Old/New Business:

MRI Town Administrator Agreement – Work Scope update

The Board looked at the most up-to-date copy of the Scope of Work from MRI for the recruitment and selection of the Town Administrator, Revised May 21, 2018. MRI would write and send out the ad, screen candidates and have at least three candidates that the Select Board would interview.

R. Smith - would they cover Equal Employment? P. Branscombe said yes, that MRI would cover that.

B. Chalmers - has the agreement with MRI been looked at by the legal team?

Response: No, this isn't complex, it is a scope of work. We had previously approved the contract, but we are approving some modifications that include the TA search.

S. Spittel - we also asked them to compress their timeline so we have someone in place by August 1.

R. Smith suggested that we could simply bond the new hires. M. Fish said that a criminal background check is a good idea. K. Williams said this also will help with insurance.

M. Fish MOVED to approve the Amended Professional Services agreement. K. Williams seconded. AIF.

Action Item: J. Farrell will let MRI know this agreement was signed.

K. Williams read the job ad for the Town Administrator, Wilton, NH

R. Smith - Can we change to Select Board from Selectman?

J. Salisbury - asked for the name of the new person hired. K. Williams said that we hired Debra Harling who is also the part time Town Admin in Sharon.

Discuss/approve Bid Policy

P. Branscombe presented an updated Bid Policy. M. Fish said that the Municipal Association had some wording that should include a clear path of succession. The Board agreed that this would be inserted between 4 and 5 and the numbering changed to reflect this.

The Water Board and Sewer would be excluded from this policy. Municipal departments, the Police Depart, Fire Department, DPW would all fall under this policy.

The Board wanted this language inserted as the new 5: If the lowest responsible bidder is disqualified or otherwise cannot complete the work or satisfy the bid, the next lowest responsible bidder will be awarded the contract or service.

The Board wanted this language inserted in the definition to 4a: The lowest responsible bidder will be the bidder who satisfies all the bid requirements at the lowest dollar cost.

K. Williams MOVED to accept the new bidding policy as amended. M. Fish SECONDED. K. Williams - aye, M. Fish aye. All in Favor.

Fund Balance Policy

This is going to be tabled.

K. Williams stated he is not in favor of this. The lapsed or unexpended funds are put in a fund, and by state law that money is set aside for emergencies unless it is encumbered. In Wilton, the only thing we've done with our unexpended funds is lower taxes. The only other time we've used it was for a Coolie Park Fund. M. Fish said we would only use them for a true emergency since the voters haven't approved a particular purchase. K. Williams said he is not in favor of a policy. Within the parameters set by the state, we would be encumbering future boards. Each Board can decide what is appropriate to reduce the tax rate. He said he is in favor of using the unspent funds to keep this fund level. M. Fish said he is all for policies. The Public wants fiscal policies from the Board. He doesn't want this Board to use this like a slush fund. K. Williams said if you want to purchase out of this, you have to go to Town Meeting - you can spend from this or from the tax rate. M. Fish said as long as you can't make line item purchases with just approval from this Board, he is fine with it. K. Williams said if we had an emergency we'd have to go to the Department of Revenue. M. Fish stated that since this is about fiscal policy, he would prefer to wait until there is a full board. He also agreed that he does not want the hands of future Boards tied.

M. Fish

The issue of the Quinn's lease was discussed. He received two requests from sand pit operators to put this out to bid to continue the excavation. Is this something we should consider so we can get this flat? Could we talk with the solar company who was interested in solar panels? The Quinns declined the offer of a one year lease and will start reclaiming

soon. K. Williams said he is not sure we can - reclamation is part of that contract and how would someone else get access to the Town's land.

S. Spittel asked if we get should get legal counsel sooner rather than later? The reclamation part involves the Planning Board as part of their Site Plan Review.

M. Fish - we are going to need them to give us a plan of the reclamation since it now affects the surrounding properties. We are going to have to see what to do with the funds.

K. Williams - Based on the 2004 agreement with the Water Board, the price is set for the land. He thinks it is important to look for other sources of drinking water as the current aquifer could be impacted by a spill in Blood Brook, the "junk yard" nearby or a roll over on Route 31.

M. Fish asked if we can get a legal opinion soon?

K. Williams - the Energy Committee wanted to site a solar array on the hill on 173.

M. Fish said personally he would like to see it flat. There is a lot of money in the remaining materials. If it is flat, it would be better off that way and give us more options.

K. Williams - we are committed to the Quinn contract - unless they want to amend it - until next March. We can discuss this with them to see if they want to modify it. He offered to ask them on Thursday night at the Wilton Water Commission meeting.

M. Fish said there are a lot of potential scenarios that are worthwhile

K. Williams - the reclamation would need to be done by March next year and any lease needs to be approved at Town Meeting.

B. Condra - I would suggest you be cautious about releasing them from reclamation. The whole idea of reclamation was to protect the aquifer.

K. Williams

County Farm Cemetery - Had discussions with the County Cemetery folks and will do what they can to clean it up. There are huge piles of brush - unclear who cut it in the first place. The Cemetery people will arrange to clean this up with Trustees from the County Jail if the town could provide access. It might require some modification of the property. M. Fish will talk with Charlie Luetzsinger.

Cathy Gray - He is planning to sell the property. Could a right of way to the cemetery be arranged? The Board agreed this was a good idea.

M. Fish

Hawthorn Drive fire pond work has started. The Fire Chief is still concerned but hopeful.

Reservoir Swimming

Tabled until K. Boissonnault returns.

Jane Farrell

What is going to happen to the contents of the small conference room?

K. Williams said we should go back to the architect's plan and use the back space for storage. Reduce the size of the desk and increase the storage. R. Smith asked how many people hours have been used to move the stuff in and out? It is a poor use of time. K. Williams wants to move to larger file cabinets and shelves above them. It makes sense to go back to that plan.

M. Fish said he wasn't part of the town government at the time, do we have a specific plan? Were the walls put in place as per the plans? K. Williams said yes, the walls were built per the plan but the larger desk in the office was not. Storage was a big part of the remodeling of the space.

J. Farrell reviewed the work that had been done and what remains. Scanning will whittle down some of the paper. We just need the structure in place. K. Williams said before we scan things we need to know what they are and create an index.

S. Spittel said that the voting filing cabinet and other apparatus needs a home. We need access to those records on voting. The records need to be kept under lock and key. We were originally given space in the kitchen closet. The voting booths can be stored off site.

K. Williams said we should go back to our original plan for storage. The record retention is set by the state. B. Chalmers said the state requires that you keep stuff in town hall, but you can get a waiver from the Secretary of State to move records off site. K. Williams feels we can get stuff put away, but it will take a while.

M. Fish asked if we are going to ask P. Bascombe or J. Farrell to go back and find the original plan. J. Farrell said the plan that was on the wall walked away. M. Fish said we should ask for another copy

K. Williams said that the architect laid out a plan for storage. M. Fish - so how do we do we do it? J. Farrell shared some early sketches by the architect. The Board discussed the plan and asking the Building Inspector's assistance on changing the desk. She discussed where to move some of the large cabinets and how to arrange storage.

Action Item: The Board asked J. Farrell to research the cost of filing cabinets for the back office. They should be similar but they don't care if they are new or used as long as they look good and are lockable. In the meantime, move the desks.

Old County Farm Road Bridge

Thistle Stoneworks will be on site soon. J. Lavacchia will meet with the department heads about the closing the bridge. They discussed the departments that might be interested and affected.

Sticker Plan

J. Lavacchia was asked to invoice the other client towns and come up with a sticker plan.

8:15 PM The Board worked on Approval Items:

1. Payables
2. Meeting Minutes
3. Correspondence

M. Fished MOVED to Adjourn at 8:50 PM. K. Williams SECONDED. All in Favor.
Next meeting June 4, 2018.

Respectfully submitted,

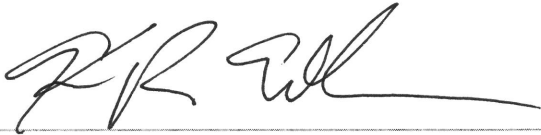
Michele Decoteau, Building and Land Use Administrator

Approved on:

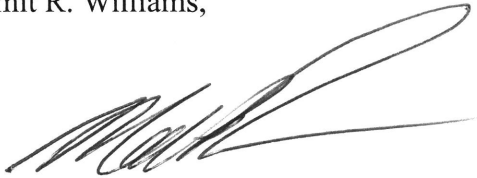
6/4/18

Date

Kellie-Sue Boissonnault,



Kermit R. Williams,



Matthew S. Fish