

TOWN OF WILTON
SELECT BOARD MEETING
TOWN HALL COURTROOM

DATE: June 4, 2018
TIME: 6:30 PM
PLACE: Wilton Town Hall
PRESENT: Chairwoman Kellie-Sue Boissonnault, Selectman Kermit R. Williams, Selectman Matthew S. Fish, Recording Secretary Janice Pack

6:30 PM Chairwoman Boissonnault called the meeting to order at 6:30 PM. She did a roll call, and noted that Selectman Fish will be arriving late. All joined her for the Pledge of Allegiance.

6:35 PM Treasurer Bill Chalmers was on the agenda, but not present. Chairwoman Boissonnault said that Mr. Chalmers has spoken to Paul Branscombe regarding Purchase Cards for Department Heads. Selectman Williams mentioned the purchase procedure that the Town of Jaffrey is using and how we might implement such a process. Perhaps a debit card in the hands of the Finance Officer is valid, but Selectman Williams isn't sure that each department head needs to have a purchase card of their own. Chairwoman Boissonnault noted that Steve Desrosiers had been using his own credit card and she wants to get away from any individual needing to do that. This will be discussed further when Mr. Branscombe, Interim Town Administrator, returns from vacation.

6:40 PM Ruth Smith – Response to information requested on 5/7/18: Selectman Williams said that he was not on the Board at the time the Reservoir Dam was discussed in 2011, but he had looked at the notes and read the Town Report for that year and the Board at that time did not feel that the dam was dangerous. Ruth said that was not true. She said that she wanted all present tonight to know what the discussion was about. She wanted to know why the HTE proposal had not been finished, and what happened to the fund established for the work. Selectman Williams said that it had not been a warrant article. He thought that the money had come out of the DPW money, and that the money not spent went back to the unexpended fund balance. Ruth said that \$20,700 was encumbered, by signed contract in 2014, and it was not all spent; only 24% of the work was done and essentially \$5,000 was spent. Selectman Williams said that when money is encumbered, it is only encumbered for one year. Ruth wanted to know under what circumstances the Board would reallocate encumbered funds. Selectman Williams said that was not their choice; the money that was not used went back into the unexpended fund balance at the end of the year. Ruth felt that the Town has an obligation to complete the work, and she wants to know what it will cost to complete the work now. Chairwoman Boissonnault said they are working on that.

6:45 PM Jim Lavacchia - DPW

First, with regard to Nelson's Candy Shop: Many years ago they had made a bowling alley under what is now Nelson's. Needing a longer room, they burrowed under the sidewalk. When

Main Street was reconstructed, there became a problem with water getting in under the sidewalk and into the basement which is brick and granite. He feels that the vibrations of the construction were contributing factors. Apparently Mr. Nelson has been communicating this problem to the Town for many years. Jim spoke to Primex to find out what the Town's responsibility was. He also spoke to J & S Concrete to get a quote for repair and it was about \$20,000. He wasn't sure how the Board wanted to move forward with this. The quote is for a masonry wall to be built under the candy shop and pumped full of grout, sealing off the entire area. Chairwoman Boissonnault thought we should involve Mr. Nelson in this discussion and it was decided to invite him to the next meeting. Apparently it was suggested that he fill in the area 8 years ago when the construction project was going on; he declined. Jim felt that if we decide to move forward, we should do an RFP for the work, and we might perhaps get a little better price.

Deb Mortvedt asked if anyone has pictures of the damage. She thought there should be documentation. Jim agreed that he had been hoping for a paper trail, but found none.

Second, Jim said he had put together a spreadsheet of what we charge for fees at the Recycling Center. He hoped for a decision tonight on raising the charge for accepting demolition waste. Right now we are charging \$60 per cubic yard; however, our average cost is \$101.37 per ton. The scale is in full operation now and he would like to weigh the vehicles coming in with demo and raise the fee to a minimum of \$105 per ton. Chairwoman Boissonnault felt that bringing it up to the market average of \$120 would be valid. **Selectman Williams moved that we modify how we charge for demolition waste; rather than by volume, to charge by the ton with a minimum charge of one-quarter ton and a charge of \$120 per ton. Selectman Fish seconded, and all were in favor. Motion passed. (3-0)**

Tracey Ewing asked if this was just for commercial users, or for everyone. It was decided that since our recyclers did not differentiate between users, nor could we.

Looking at the other fees charged at the Recycling Center, Selectman Williams noted that some other ones should be changed. This should be the responsibility of the Recycling Committee to oversee.

Selectman Fish said that Jim should monitor the usage and perhaps the Board could revisit this in a few months.

Third, Jim said that he had reached out to HTE in mid march to get an updated proposal on the dam. This was generated by the letter of deficiency from DES. He also received 2 additional proposals ranging from \$17,000 to \$19,000. He felt the proposal from HTE was the most incomplete. The Turner proposal was very thorough and also the least expensive. It contains certain decision points, and he is inclined to go with them. Selectman Williams concurred. **Selectman Williams moved that we authorize Jim to sign the agreement with The Turner Group to do the work on the new reservoir dam. Selectman Fish seconded. All were in favor; motion passed. (3-0)**

Jim said that he has come up with a list of the roads that we will be paving, as long as the pricing comes in within the budget. He listed the roads and the work needed.

He also wanted to speak about labor rates for other workers working for other departments, and tracking vehicles. Selectman Williams asked Jim to put together a proposal on the rates, and Chairwoman Boissonnault said they will then meet as a Board to discuss it.

7:30 PM Jennifer Beck – Eco Dev

Jennifer said she is here tonight in the name of branding. She has picked up the proposal for signs and wants to move forward with it. She's offering her services as she has experience in this arena. She has based the proposal on a minimal amount of directional signage for this historic facility including 2 exterior signs that hang on brackets that say "Wilton Town Hall" and "Town Hall Theatre". She proposes putting the sign that Dennis's father made inside the foyer. She included putting THE COURTROOM over the doors on both sides of the courtroom. The proposal went from \$10,000 down to \$6240 with installation. Chairwoman Boissonnault noted that the Board had decided to keep the Town Seal on the town signs. Jennifer said that you couldn't really see it, but it would be an easy change to include it. Selectman Fish said he was not for spending \$1050 for a sign that says "Town Hall". The Board went over the proposed signage once more. **Selectman Williams made a motion that we accept Jennifer's proposal for signs to include the Town Seal on the signs. Chairwoman Boissonnault seconded. The motion passed (2-1) with Selectman Fish voting Nay.**

Regarding the website, Jennifer said that the new website is tantamount to moving the town forward. Civic Live is her choice and there is a contract pending. Legal has looked over the contract and made some suggested changes. Jeff Stone has made several suggestions for content and has volunteered to be the webmaster for them. Selectman Fish said he wanted to make sure that the most important town features were easily found and that this didn't become the Eco Dev website rather than the Town Government website. Selectman Williams said that a lot of time had been spent in looking at other towns' websites and the public input had been considered. Chairwoman Boissonnault read parts of the existing contract. **Selectman Williams moved that we continue moving forward with using Civic Live as previously proposed as the town website. Chairwoman Boissonnault seconded. The vote was 2-0-1 with Selectman Fish abstaining. Motion passed.**

Public Comment

Tracey Ewing asked how much the upgrade would've been using our current website provider. No one had the figures handy but most thought it was quite a bit more than the cost to move to Civic Live.

Sara Spittel said there had been some discussion on the Wilton Facebook page on the Bennington Battle Trail usage. This goes back a long way and there are now cameras there. If it is town property, she'd like to know if the town will do something about it. Selectman Fish said there could be an easement and the town would have the right of way. He said that the police department should respond if indeed anyone is intimidating anyone else. Jim said that the town does plow the Class 5 portion of Bennington Battle Trail up to the turnaround where it becomes a Class 6 road. Chairwoman Boissonnault asked Selectman Fish to look into this further.

Deb Mortvedt said with the update of the website she is hoping that the minutes will be posted more promptly. It was decided that the draft of the minutes would be made available so she would like to see that done.

Jim Cutler said that he would like to be on the Agenda for the next meeting. He said he had received a letter from the Fireman's Relief Association regarding termination of the maintenance agreement of the muster truck. They are giving the town 30 days notice of the termination. The current condition of the truck is that it is a 1934 truck and needs a lot of work. Jim said it was never intended to be at the Fire Station; it was up at Frye's Measure Mill. He does not have money in his budget to restore a parade truck. Jennifer said this could be a great project for volunteers. She would volunteer to round up a group to take a look at it. Chairwoman Boissonnault will put it on the agenda for June 18th. Selectman Williams asked what was needed and Jim mentioned a radiator, which could be really hard to find.

Chairwoman Boissonnault reminded Jim that we need the State Fire Marshal to come down and do an assessment of equipment needed for our size town. She will take up that action item. She said that it was her feeling that the Fire Station had been intended to be a Public Safety Complex. The provision for a second floor had been voted down at Town Meeting, saving the Town only about \$40,000 and limiting the usage to just one floor with no ability to add on. Selectman Fish said the wrong decision had been made at that time.

One resident stated that they were wondering about the bridge at Stagecoach and Burton Highway. That is being looked at.

Discussion Items:

1. Old/New Business –

- a. **Quinn Bros. Agreement** - Chairwoman Boissonnault said that Mr. Quinn has decided to relinquish the lease.
- b. **Live Streaming** – Chairwoman Boissonnault thanked Selectman Williams for getting that going. She said that we did not need to obligate other boards to use the device, but that the Select Board was going to move forward with it.
- c. **A motion was made by Selectman Williams to appoint William Maher to a 3-year term as a Commissioner to the Wilton Conservation Commission. Chairwoman Boissonnault seconded it. All were in favor; motion passed.**
- d. **A motion was made by Selectman Williams to re-appoint William Maher as the Wilton Representative to the Souhegan River Local Advisory Committee Board (SoRLAC). Selectman Fish seconded. All were in favor; motion passed.**
- e. Paula Fillamore has asked for someone to be at their meeting for 4-Corners Farm L-Chip on June 12th at 10:00. Selectman Williams will be there.
- f. Selectman Fish said he had looked at the Stone Arch Bridge with Jim Lavacchia and he feels that there are certainly some concerns. The road is not posted; Selectman Fish asked Jim what he thought about that; he said perhaps the State should look at it again.

- g. Chairwoman Boissonnault will put Jim Lavacchia on the agenda for June 18th to discuss the closure of Stagecoach Road Bridge. A public hearing will be noticed and letters sent to the abutters.
- h. Jane brought a question from Linda regarding Payables now that the Board is on a 2-week cycle. Chairwoman Boissonnault said that the Payables will still be processed weekly and that at least 2 board members will sign them. Jane asked about the file cabinets needed for storage. Chairwoman Boissonnault said that since scanning of documents had been approved, it was her opinion that we move forward with that rather than spending more money on file cabinets. Selectman Williams felt we should go ahead and get the file cabinets as record storage is a critical part of what we do in this building. After further discussion **Selectman Fish made a motion to purchase 6 (six) 5-drawer Hon file cabinets; Selectman Williams seconded. The vote was 2-0-1 with Chairwoman Boissonnault abstaining.**
- i. Sara Spittel asked about taking signs down at the Reservoir; Chairwoman Boissonnault will put that on the agenda for the next meeting. Selectman Fish also asked about a policy on how the unexpended fund balance would be managed. This will also be on the next meeting agenda.
- j. Chairwoman Boissonnault spoke about the joint ambulance committee meeting that had been held last week. Each town will have a representative attend the next meeting and go over the action items and policies.

9:20 PM Non-Public RSA 91A:3,II(c) Reputation

Chairwoman Boissonnault motioned to go into Non Public Session under the RSA above; Selectman Fish seconded and all were in favor.

Chairwoman Boissonnault motioned to come out of non public; Selectman Williams seconded and all were in favor. Motion passed.

Chairwoman Boissonnault motioned to seal the minutes, Selectman Fish seconded and all were in favor. Motion passed.

9:46 PM Non-Public RSA 91A:3 II(a) Compensation

Selectman Williams motioned to go into Non Public Session under the RSA above; Chairwoman Boissonnault seconded and all were in favor.

Chairwoman Boissonnault motioned to come out of non public; Selectman Williams seconded and all were in favor. Motion passed.

It was decided that the minutes did not need to be sealed.

10:06 PM Non-Public RSA 91A:3 II(a) Compensation

Chairwoman Boissonnault motioned to go into Non Public Session under the RSA above; Selectman Williams seconded and all were in favor.

Chairwoman Boissonnault motioned to come out of non public; Selectman Williams seconded and all were in favor. Motion passed.

Chairwoman Boissonnault made a motion to seal the minutes; Selectman Williams seconded and all were in favor.

The regular session was re-opened at 10:12 PM.

The Board reviewed the Job Description which Paul Branscombe had drafted for the Town Administrator position. This description approval is pending.

The Board reviewed the Job Description for the Finance Officer. Selectman Williams said he would like the opportunity to review this with Paul. This description approval is pending.

Chairwoman Boissonnault mentioned that Debra Harling had said she was available to work more hours while Paul was on vacation. The other board members approved.

Approval Items:

1. Payables
2. Meeting Minutes
3. Correspondence

The Board discussed the position of Deputy Treasurer and the need to have a meeting with Bill Chalmers regarding this. There should be written financial procedures between the Select Board and the Treasurer.

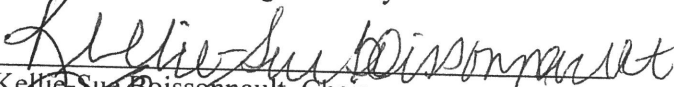
There was a discussion about changing the pay date to Friday, and whether or not a payroll service was a good idea.

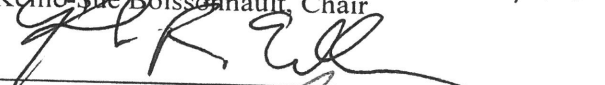
Selectman Williams moved to adjourn tonight's meeting; Selectman Fish seconded. All were in favor (3-0-0); motion passed.

Meeting Adjourned at 10:56 PM.

Respectfully Submitted:

Janice Pack, Recording Secretary


Kellie Sue Boissonnault, Chair


Kermit R. Williams


Matthew S. Fish