

# TOWN OF WILTON

## SELECT BOARD MEETING

### TOWN HALL COURTROOM

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DATE: Monday, October 01, 2018  
TIME: 6:25 PM  
PRESENT: Chairwoman Kellie-Sue Boissonnault, Selectman Kermit Williams, Selectman Fish, Town Administrator Paul C. Branscombe, Administrative Assistant Janice Pack

**JACKIE KAHLE, WEBSITE LAUNCH** - Jackie said that we're about 6 weeks away from launch, and a month ahead of schedule. She will send the Select Board a list of credentials to log on to the new website, and would like their feedback. She passed around some copies of actual screenshots from the site and reminded people of the goals:

1. To modernize the website and make it more visually attractive
2. Add an external focus to market the town to visitors and potential new residents and businesses.
3. Serve as a hub for information about Wilton on social media, Google searches, etc.

Jackie spoke about Search Engine Optimization and keywords which will increase our web traffic so when people Google "Wilton", they will find current and accurate information. Selectman Williams asked if CivicLive would help with SEO; Jackie said she hasn't asked them. She noted that we will be able to do website tracking with the new site, too. She said she likes this site because it's clean and uncluttered. She said that Upcoming Events will have all of the upcoming meetings but she also wants to put community events here too. She pointed out the Social Media links, and said in another few weeks Kat Tighe would like to come before the Select Board to discuss social media further.

Our current website has no place where the cemeteries are listed. Our new site will have this under the Residents site, which will include many other things like houses of worship. The Visitors page will tell what's available in Wilton, including services and shopping. She said there are 60 businesses listed in 19 different categories. There is a disclaimer that says the Town is not endorsing these businesses; we are simply providing them as a resource.

Selectman Fish said that he had checked out the new site and is satisfied with the government side of the site. He was concerned with the Upcoming Events showing the public meetings but thought it was easily navigable.

Jackie discussed the timeline and explained what the boards and committee heads have been doing, and said their feedback was pretty good. Training will be held on October 9<sup>th</sup> and 15<sup>th</sup>. It will be a live session, which will be recorded for future reference. She noted that August 21<sup>st</sup> was when the content was migrated, and that all minutes and content since then will need to be updated before we go live. The Launch Plan will include a special newsletter, posting on the websites, and a "really great fun contest" with a goal of getting our residents engaged in the site by encouraging them to explore the pages.

Jackie complimented the team who has all pulled together to make this happen. She thanked Paul for his diligence, and getting CivicLive to do so much for us. Kat designed the logo, the colors and fonts, Jeff has been managing our community announcements, JB and the Eco Dev Team has been phenomenal in getting the community updates, and Bart and Liesl. Janice said we couldn't have done it without Jackie.

Mr. Branscombe added that if it wasn't for Jackie, we wouldn't be where we are today. It will be an epic website. He said that we do need a webmaster, and while we voted Jackie in, she has declined. She said her team is willing to manage content, but not the actual back end and html content. Perhaps there are volunteers in town that would be willing to do that?

## **PUBLIC COMMENTS**

None at this time.

## **OLD BUSINESS**

**Live Stream Audio** – Janice presented the quotations received from Access A/V which consisted of a mixer and two microphone options. DJ Garcia joined the table to give his opinion of the quotations. He offered to come and take a look at the system to see how it was configured as he thought he could save the Board some money. Chairwoman Boissonnault asked that DJ work with Mr. Branscombe and Janice.

**Parking Ordinance Review** - Chief Olesen joined the table saying that they are trying to get all of the wording of the ordinance finalized. He gave the signed copy from 2017 of the Ordinance to Mr. Branscombe, and noted the added verbiage on line 20. He was unsure what we were going to do on Sand Hill Road, so that still needs to be finalized. He thinks that in the past when Steve Elliott went out to post, they ran out of signs. That portion of Sand Hill Road IS in the Ordinance, and does need to be posted, but he's not sure if the portion of Sand Hill Road in front of Ralph Buschmann's house is included.

Selectman Fish said that he thought that this exercise was not to post a gazillion signs. Chief Olesen agreed saying that we just need to delineate where the parking is prohibited. Selectman Williams said that we need to use landmarks or street addresses so that everyone will know what we're talking about. Selectman Fish said he's intending that we put footage in addition to street addresses which will simply clarify where parking is prohibited.

Selectman Williams asked for a change in wording for clarification. Chairwoman Boissonnault asked Chief Olesen to make the change as requested and make copies of the entire ordinance for the Board's review. **The Public Hearing will be held on October 15<sup>th</sup> at 6:00 PM.**

Chief Olesen said that if you write an ordinance, all of the money collected by fines goes back to the Town. If he's enforcing an RSA, the money collected goes to the State. He will forward to Janice the information for the notice.

## **TOWN ADMINISTRATOR UPDATES**

**Grants** – Mr. Branscombe noted that there were 4 current grants found on the DES website. One was Clean Diesel. One was Hazardous Waste which he is discussing with Jim. Another was State Water Pollution Control, which doesn't seem to apply. The last is the Local Source Water Protection application which is due November 1<sup>st</sup>. Selectman Fish said it would be worth looking at. Selectman Williams said the Water Commission has made an application for a grant for improvements to the Water System; he felt this might be a different way of applying for the same thing.

**Campaign signs on the island** – These were removed by the State. Selectman Williams said they are supposed to remove the signs to the barn and they can be picked up there.

**Tax Relief Incentive. 79E** - He is working on this and has asked another town for their wording.

**Flashing Lights and Crosswalks** – Jim investigated getting these and was told No by the DOT. Jim has set up a meeting with them to further discuss. It was suggested to move the speed bump by the fire station and put it further down the road. Selectman Fish asked if those were part of the Traffic Calming Project.

King Bridge and Stagecoach Roads – Mr. Branscombe has forwarded the correspondence from CR Wilike. On Stagecoach Road he has been given 2 letters regarding the bridge being put on the list for bridge aid. Selectman Williams said the Town had been concerned that the proposed work wouldn't take it off the red list, and the residents in the area think of it as an attractive bridge. The alternative was to wait until 2021 to do the work. DOT's concern was "Why are you talking about a bridge closure when you're on the Bridge Aid List?" Selectman Fish said perhaps no one on this Board was aware of this letter which states that we're on the list for the bridge to be repaired in 2021. He can't believe that we've been doing all of this when these letters exist.

Mr. Branscombe said he would like to revisit this. Because nothing was done previously, the 2021 date would now need to be pushed off because in the 5 years since the letter was written in 2013, the Town has not done anything. Selectman Williams said that just because the letter said that our bridge would be done in 2021 doesn't mean that it would be done then. Mr. Branscombe was asked how much money had been set aside for this project. He asked the Board for permission to get this back on track. Selectman Fish said "absolutely" and Chairwoman Boissonnault agreed. Selectman Williams said we should get an idea of where we are on the list.

Municipal Agreement for Ambulance – Mr. Branscombe noted that Selectman Williams had asked for 2 things. One change was made, but Temple and Lyndeborough do not want to have the 60 day after Town Meeting clause removed, as that language goes back to the inception of this agreement. Selectman Williams said his concern was that however unlikely, if a Town did terminate their ambulance service we would have to pick up the difference. There is still a requirement for a one year notice elsewhere in the contract. Chairwoman Boissonnault said she thought the 60 day notice after a Town Meeting decision was fair. She feels we need to move forward with this.

Selectman Williams would like an analysis from DTC that says what would happen specifically if one of the other towns voted at Town Meeting not to fund this. He feels we need to understand from a legal perspective what would happen. If the analysis makes it seem like we are protected, he would support this.

MACC Base – Chief Furlong agrees we should meet and is ready to set up a date and time.

Old Home Days – Mr. Branscombe stated that according to Primex there is a "no open container law" and they have sent a packet of rules that need to be followed. Jim Cutler said that previously the committee carried their own rider and the Town was not involved with it.

JLMC – Mr. Branscombe was horrified to hear that the fire extinguishers were dated 2015 at the DPW and the chemical containers were not labeled.

Town Hall Roof – Therrien has checked the roof and the recent leaks were not caused by lack of completion on their part. They did discover that the Town Hall Clock has some holes in it and is leaking.

Utility Bills - Mr. Branscombe asked what we should be doing with the Water bills; Selectman Williams said they need to go into the folder in Jane's office.

Forms - Adam Royds forwarded a Citizen's Complaint Form which we will put on the website.

Audit - The Auditors sent the letter for the Town Attorney asking for any open litigation. This signals that the draft is almost finished; we should be getting it in a week to 10 days.

Correspondence - He forwarded the letter from Bryan Lane about the school road to the Board.

Chief Cutler came to the table to share some good news. He had arranged for a UTV which was loaned to them by Kawasaki for a year. Today he received a grant for \$23,039 which will cover the cost of the UTV. He thanked Ron Caswell and Don Nourse for all of their work on this. Through private donations they have been able to obtain enough for a trailer as well. The turnout gear that was replaced this year was donated to the Dominican Republic. This was approximately 40 sets of fire gear donated to departments

that don't have any. **Selectman Williams made a motion to accept the Firehouse Subs Public Safety grant in the amount of \$23,039. Selectman Fish seconded; all were in favor; motion passed.**

### **SELECT BOARD ITEMS**

Chairwoman Boissonnault thanked the volunteers that came out to Garwin Falls on Saturday for the Clean Up sponsored by the Winter Wanderers. There were quite a few bags of trash collected.

Selectman Williams said that he had reviewed the financial documents and he noticed that there are a number of line items that have been exceeded. It is the responsibility of this Board to transfer funds around to make sure that no Town of Wilton employee exceeds their authority by spending more money than their budget allows. There are places elsewhere where money can be moved from; this will take some working with the department heads. This was further discussed. Selectman Williams also commented that the Revenues aren't shown for the Ambulance either and it was also noted that many items need to be reclassified. It was agreed to hold a work session or two to focus on the budget. Selectman Fish wondered whether this wasn't something that the Budget Committee would do. Selectman Williams recommended reading Chapter 32 regarding Municipal Budget. He said that the Budget Committee is made up of volunteers but we cannot assign this to them. Thursday, October 18<sup>th</sup> from 5:00 – 7:00 will be posted as Work Session. Selectman Williams volunteered to come in and sit down with Debra to go over things in advance.

Selectman Fish said that Joe Torre had some things to say about the Library issues; they will talk tomorrow about this and then bring it before the Board.

### **PUBLIC COMMENTS**

Ruth Smith said that she wondered about the microphones. Chairwoman Boissonnault said that the Board was looking into it. She'd like to see a copy of the Parking Ordinance that we were looking at before the Public Hearing; we will make them available in the Select Board office.

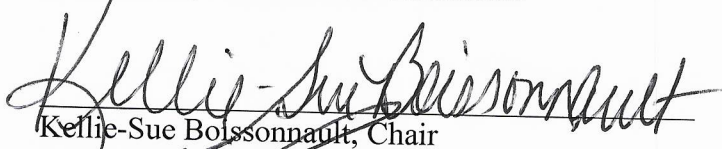
Deb Mortvedt said she wanted to make sure that we will let everyone know when the audit report is received.

**APPROVALS: MINUTES, SIGNATURE FILE** – The draft minutes from the Public and Non-Public Session of the meeting held on September 24<sup>th</sup> were reviewed and signed. The Payroll and Accounts Payables manifests were approved.

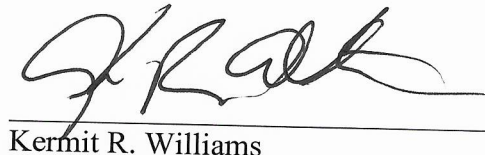
### **ADJOURNMENT**

**Selectman Williams moved to adjourn; Selectman Fish seconded. All were in favor; motion passed.** The Select Board meeting was adjourned at 8:40 PM. The next meeting will be held on Monday, October 15<sup>th</sup>, immediately following the Public Hearing.

Respectfully Submitted:  
Janice Pack, Administrative Assistant

  
Kellie-Sue Boissonnault, Chair

Matthew S. Fish

  
Kermit R. Williams