

TOWN OF WILTON
SELECTMEN'S MINUTES
WILTON TOWN HALL CONFERENCE ROOM

Date: February 5, 2018
Time: 6:30 P.M.
Place: Town Hall Conference Room
Present: Chairman William F. Condra, Selectwoman Kellie-Sue Boissonnault and Selectman Kermit R. Williams. Town Administrator Scott Butcher. Recording Secretary Pamela Atwood.

The meeting was called to order by Chairman Condra at 6:30 P.M.

Cliff Conti from Classic Signs was in attendance to give his presentation for Town Hall signage. Cliff told how he picked the design which focuses on the window design. Selectwoman Boissonnault asked about interchanging of signs, and Selectman Williams asked about font choice. Cliff answered the questions and said he tried to tie everything together. He gave the history of Classic Signs. Chairman Condra said the signs are in line with our recent renovations. Selectman Williams said it will spruce up the place. Selectwoman Boissonnault likes them, but she made a comment about the designation of Selectmen/Selectwomen. Town Administrator Scott Butcher said there is money left in the renovation budget but the quote is more than twice what he had in mind. Selectwoman Boissonnault thinks we can cut back some. Selectman Williams agrees. There were some comments from the audience. Chairman Condra turned it over to Scott to refine and tell the Select Board exactly what they will buy. Chairman Condra thanked Mr. Conti.

Public Comment

Harry Dailey told everyone of the date and time of the Budget Hearing for WLC – a \$12.2 million budget, and the date for the District meeting, and next School Board meeting.

Jessie Salisbury asked where we were going to vote. Selectman Williams said the Courtroom.

Donna Pucciarello spoke next as a tax payer. She asked about the Town Administrator's role. She thought the driving factor for the job was to offset the salary with grants; grant writer would be the main duty. Donna said she looked up the role on the NHMA website. Selectman Williams explained the difference between a Town Manger and a Town Administrator. Donna asked if the job description was public record. Chairman Condra said yes. Donna spoke about a perceived overlap of the volunteers of the Budget Committee and what the Town Administrator is doing. She feels like the Budget Committee members are taking a back seat. Don't use Scott in place of the volunteers. Chairman Condra said the Select Board directs Scott to attend Budget Committee meetings. He is the Town's purchasing agent. He is not a member of the Budget Committee said Chairman Condra. Donna gave the example of how in the past a Budget Committee member would meet with their assigned Department Head to work on the budget, but now they have worked on their budgets with the Town Administrator. Town Administrator Scott Butcher defended his need to meet with the Department Heads who are under his authority, regarding their budgets. He does not want his Department Head's discussing their budgets without his presence. Chairman Condra agreed that Scott requires the Department Head's to share their budgets with him before going to the Budget Committee. When asked a question by Selectwoman Boissonnault, Donna responded that the Budget Committee meeting should be facilitated and run by Budget Committee members, not Scott, he is a representative of the Board of Selectmen. Scott replied that he only engages when he is asked a question,

and he does not vote. Cary often asks him questions; he is *not* there to tell them how to do their job. Selectman Williams read the RSA. He said they have designated Scott as the governing body's representative. He runs the Selectmen's office, which prepares the budget, therefore, his involvement is important. Donna gave another example regarding the joint meeting with member towns, saying that Budget Committee Chairman Cary Hughes was shocked with how the meeting was run. Donna said she values Scott's help, but needs clear roles defined. Harry Dailey spoke as Vice Chairman of the Budget Committee saying he wants to more clearly define the roles; he feels their roles are being minimized. If you want an advisory committee, Harry said, that's fine. Chairman Condra said they are critical to the financial survival of the Town so he would not support changing it to advisory. Selectman Williams said Harry's suggestion is great, to meet after this year's process is finished. There was a discussion about grant writing. Selectwoman Boissonnault said we need communication. Chairman Condra thanked Ms. Pucciarello and said the Select Board will pursue this after this budget season.

Discussion items:

- Quinn Warrant Article - We need numbers and are waiting for Bill Keefe to be back to work with Scott and Mr. Quinn. Chairman Condra agrees with the one year extension.
Motion: Chairman Condra moves to approve the article subject to the details to fill in the blanks. Selectwoman Boissonnault said wait for amounts. Selectman Williams said the number can be resolved next week. Chairman Condra said absent a warrant the existing agreement expires. Ok to support. Selectman Williams seconded the motion, which carried with a vote of 3 – 0.
- New Reservoir Dam Article – Selectman Williams told of the recent change: The DES Dam Inspector didn't notice any concerns from the 2011 inspection. He gave us some monitoring instructions and said to update the emergency management plan. Since then, members of the New Reservoir Committee have been calling the dam bureau and previous contractor resulting in now having issues that may require a lot of work and a lot of money. HTE told DES that we hadn't done the work so now DES can fine us up to \$2,000 per day. That is the reason for the following motion:
Motion: Selectman Williams moves to modify the warrant article to \$100,000 and add a second warrant article after this one to see if the municipality will appoint the Board of Selectmen as agents to vote to expend these funds for that particular purpose. Chairman Condra agrees stating that recent conversations sound like there is more potential cost so he supports the motion. Selectman Williams we don't have a final report from HTE. Selectwoman Boissonnault seconded the motion. Motion carries 3, 0.
- Scott asked to adjust the agenda. He asked Ambulance Chief Desrosiers to be here regarding the ambulance lease and cardiac monitor warrant articles. Scott talked to DRA who said to dissolve the Capital Reserve Fund, move the money to the general fund and then move that to the Revolving fund. This way the Select Board will have the flexibility to use that fund to make purchases without a need for warrant articles. Selectwoman Boissonnault asked about an escape clause in lease and Chief Desrosiers answered.
- Scott article 13 radios and pagers – opted just to take 9k from Florence Wheeler fund and revolving fund may have enough money later in the year to purchase additional radios. Selectman Williams spoke about reworking all inter-municipal agreements. Steve Desrosiers said it is not a unique situation among the State, and DRA told him it did not have to go on the warrant. Selectman Williams said because we are borrowing money using the Town's credit, the Municipal Finance Act says you need to ask for approval. Steve Desrosiers was excused.
- President's Day – February 19th is a Town Holiday, does the Board want to meet? Yes, the Board decided they would meet.
- Sewer MOU – Selectwoman Boissonnault said we have discussed this to death. We need an annual MOU with amount of payment, interest amount, and date of payment. Tracey Ewing said they

haven't heard from the Board of Selectmen on any of the items. Selectwoman Boissonnault asked TA Scott Butcher to get the MOU to the Sewer Commission by Thursday for their meeting.

Town Administrator Update

Bean Associates stopped in and discussed a proposal for replacing Stage Coach Road Bridge which they can do at a fraction of State's cost. They have looked at the bridge and can do it for a little over \$100,000; The State's cost is over \$250,000. We used Bean Associates for the Frye Mill Bridge. Selectman Williams said to add "To see if the Town will appoint the Selectmen as agents to expend from capital reserve fund" to this article. The Board agrees.

Old Business

- Access to Legal Counsel was discussed – Scott finalize a clear policy and include contact information for the new law firm. Selectman Williams ask anyone to contact Scott if they need access to counsel- conflict with zoning and planning. All else fine to go through Scott.
Motion: Selectman Williams moved to make a policy stating that all town departments, boards, and committees who need access to legal counsel, with the exception of Planning Board, Zoning Board, and the Board of Selectmen go through the Selectmen's office. Scott asked about Water and Sewer Commissions. Selectman Williams said they can go directly also. There was no second. Motion dies.
- Anticipated revenues – Administrative Assistant Pam Atwood presented two changes to anticipated revenues for Water and Sewer. This brought up the question about whether the Budget Committee has the authority to make a change to the Water budget. Harry Dailey doesn't know the answer. Selectman Williams will research the issue and get an answer.
- Selectman Williams spoke to DRA and we need to add a couple warrant articles for housekeeping purposes. He explained RSA 35:9-a Capital Reserve Fund management.
Motion: Selectman Williams made a motion to add the warrant article discussed to the collection of articles already established. Chairman Condra seconded the motion. Motion carries 3, 0.
- Creation of a conservation fund. 36-A:5 Selectman Williams will work out with DRA that they have been done.
- RSA 41:14-A authorizes the Select Board to buy or sell land. Selectman Williams thinks this is new in 2008.
- **Motion:** Selectman Williams moves to add this to the warrant articles. If we have already passed it we can take it out. No second, motion dies.
- Selectman Williams spoke about creation of a TIFF district, RSA162-K:3 - Selectwoman Boissonnault suggested putting it off, we already have 79-E. Selectman Williams is fine to wait a year. Chairman Condra said to put it on the agenda for mid-March.

Warrant Articles

The Board will vote on them next week. They talked about the order of the articles. Harry Dailey said they needed clarification from the Library where the money was coming from for their article. Nikki Andrews said the Library was withdrawing that article and that Ron Brown emailed Pam Atwood on Friday. Pam did not receive that email.

New Business

Selectwoman Boissonnault suggested changing the agenda deadline to Wednesday at the close of business to allow time for the binders to be prepared. She would like to see the binders ready by Friday so they have the weekend to review. Chairman Condra agreed it was a good idea. Selectman Williams said we just made

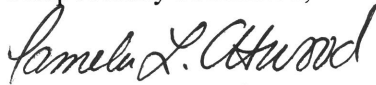
the change to Thursday and just changed the order of the agenda. Scott's opinion was "the more time the better", having the binders ready by Friday might make for shorter meetings. Felice Fullam asked if draft minutes would be ready sooner. Chairman Condra said we will not release a draft of Board of Selectmen minutes. The other two Select Board members agreed and gave their opinions. After additional audience participation, Chairman Condra stated that a previous Board of Selectmen voted ten years ago not to distribute draft minutes.

Motion: Selectwoman Boissonnault moved to close the agenda on Wednesday at the close of business Chairman Condra seconded the motion. Selectman Williams said they needed an exception for potentially urgent items. Scott agreed. Selectman Williams amended the motion to add "at the discretion of Town Administrator Scott Butcher an item can be added in time to be properly noticed". Chairman Condra seconded the amendment. Scott asked that it be further amended to include either Scott or the Board Chair. Selectman Williams moved to further amend the motion to include "unless at the discretion of the Town Administrator (Scott) or Chair the item is time critical. Chairman Condra seconded. The amended motion passed unanimously. The vote to change from Thursday to Wednesday was unanimously passed.

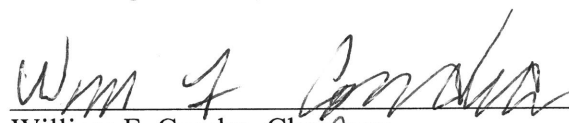
The Board signed the approval items and reviewed their correspondence and informational material.

A motion was made to adjourn the meeting at 9:55 P.M. by Selectwoman Boissonnault, seconded by Selectman Williams, followed by a vote with all in favor.

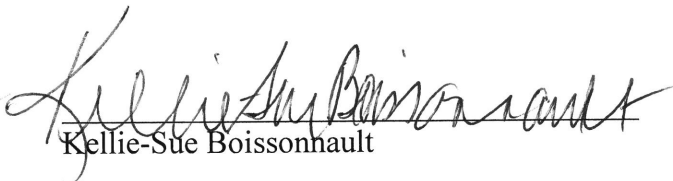
Respectfully submitted;



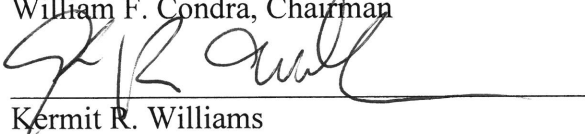
Pamela L. Atwood,
Recording Secretary



William F. Condra, Chairman



Kellie-Sue Boissonnault



Kermit R. Williams

2-12-18

Date Signed