

**TOWN OF WILTON
SELECT BOARD MEETING
TOWN HALL COURTROOM**

DATE: April 16, 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

Chairwoman Boissonnault called the meeting to order at 6:31 PM. She welcomed the public to the meeting and asked all to join her for the Pledge of Allegiance.

Stan Young, Cemetery Trustees; Deb Mortvedt, Heritage Commission - Poor Farm Cemetery Mr. Young read a brief history of the Poor Farm Cemetery and stated that it should be maintained, but has not been. There are records missing, and access to the Cemetery is now a problem. The access road right of way is not being honored by the current owner, even though they have tried to communicate with him. They would like to have the cemetery boundaries surveyed and use ground penetrating radar to locate those buried there, and their long range goal is to ask the county to maintain the cemetery once more. Chairwoman Boissonnault asked what the RSA was regarding access; she was told it is RSA 289:14. According to the RSA “any person wishing to have temporary right of way to a burial ground ...may apply in writing to the council of the town...” Chairwoman Boissonnault asked “If the Hillsborough County is not willing to maintain the cemetery, what is your plan?” She said it was her feeling that they should allow this permit to access. Selectman Williams said they need to understand what the county’s view is on this, as he is not sure that the county still owns the land. The town could not provide maintenance for the cemetery as they do not own it. Selectman Fish suggested that the Board could write a letter to the county lending some credence to the request. After review, Selectman Williams said that the Owner according to the property card was Hillsborough County Cemetery with an address of Wilton. Jennifer Beck said that she has a file which might provide more information on this property which she will share. Chairwoman Boissonnault said if the town owns it, then we should inform the owners of the land that access is desired. Selectman Williams will speak to the County and the Attorney General and get their opinion on this, and he suggests that Mr. Young contact the owner, SNVK LLC. , again regarding access.

Eric Olesen, Police Chief

Chief Olesen spoke about the alarm permit. The last time it was reviewed was a long time ago so it has been rewritten and he left it for the Board to review and sign. They are going to start charging the repeat offenders \$25 for each false alarm after the third one. Selectman Williams asked for clarification on what would happen if a permit was suspended. Chief Olesen said that meant they would not respond. Selectman Fish asked about the liability of that; Chief Olesen said that because it was clearly written, there would be no liability to the Town.

Chief Olesen also spoke about hiring. They have an open position, and they have received an application from a certified officer. He wanted to know what process he should follow. Selectman Williams said that if he wanted to hire someone that would be sent to the Academy, there should be a conversation first. If they found a qualified candidate, that would be a simpler process. The Academy is 16 weeks long, and if we cannot find a certified officer, it could be a significant investment for the Town. Chairwoman Boissonnault felt that it would benefit Chief Olesen to go through the process and as he would know more about what he is looking for, he should have the authority to hire. Selectman Fish said that the Board should be involved in hiring, but certainly the department head should let the Board know who they are hoping to hire. Chief Olesen asked who should do the advertising for the open position. Selectman Williams said it would make sense for Chief Olesen to write the ad, advertise the position, interview and decide on a hire, and then come to the Board.

Chief Olesen then asked about sponsoring Prosecutor Matthew Holland through the Academy. As a part time officer, he could receive the training that would enhance his education to be a better prosecutor, and he could be a back up officer as well. Selectman Williams asked what the cost to the town would be, and Chief Olesen said “nothing”. The Select Board felt that it would be a good idea for him to attend the Academy.

Jeff Stone - ZBA appointment

Mr. Stone has asked to be appointed to the ZBA. In January of 2017 he was appointed as an Alternate. He would now like to be appointed as a full time member as another member will be leaving. Selectman Williams said that it is our policy to take the recommendation of the ZBA on appointments. Mr. Stone said he has spoken to Neil Faiman about this, and it was he who sent Mr. Stone to the Board. Chairwoman Boissonnault will send Mr. Faiman an email.

Jennifer Beck, Economic Development

She asked if the Board still wanted an Economic Development Leadership Team, and wanted them to uphold the current charter, which she read to all present. The Board was in favor of this. Ms. Beck said the 3 major focus areas were to diversify the tax base, build a vibrant downtown, and establish Wilton as a destination. She mentioned Peter Leishman and the tourist train.

Chairwoman Boissonnault said that she thought they were doing a great job. Selectman Williams stressed that they should openly communicate with the other boards and departments in the town. Ms. Beck said all were welcome to their meetings, but they did not have a requirement for a Select Board rep to be there. She shared a list of priority projects, and some urgently requested actions. She asked for a documented competitive bid process for the Riverwalk and the signage. Selectman Williams said if she wanted that real quick, she could write the bid herself as there was not a Town standard for that process currently. Selectman Fish recommended using the guidelines provided by the NH Municipal Association. He said he would work with her on that.

Ms. Beck said she wants to work on the documented process for Chapter 79E, which they would like to promote; Selectman Williams will work with her on that.

Ms. Beck wanted to know what the schedule for the new website roll-out is. Selectman Williams said that is currently on hold. The vendor has been chosen but this is one of the things that just haven't gotten done yet. The legal team has reviewed the contract, but has come back with a set of issues.

She then shared a letter from Sharon Cohen who wants to discuss an event that UNH wants to host here in Wilton. They would like to bring legislators and community leaders here. She asked for the Board's permission to find out more details about this event, and the Board was in favor of that.

Lastly, Ms. Beck recommended that since Wilton has all new department heads, it was time to evaluate how the Town is being run; to conduct a "task inventory" to see what is being done, and how. She has been involved in things like this before, and said it is no more complicated than having people keep a daily log of the things that they are doing.

Steve Desrosiers, Ambulance Chief

Chief Desrosiers said he has purchased the new ambulance, and found that the radios they have would cost almost as much to move into the new ambulance as it would to buy all new radios. Since the old ones are almost 25 years old, he wants permission to purchase new radios. Chairwoman Boissonnault asked if he had the money in his budget. He does not. Chief Olesen suggested he call Chip at CENCOM. Chief Desrosiers said he would contact him, and get a written quote.

Public Comment:

Deb Mortvedt referred to the minutes of February 26, 2018 where Nelson's flooding problem had been addressed. She wanted to know if that had been addressed. Chairwoman Boissonnault said that she was unaware of anything being done, and Selectman Williams said it should be discussed with Primex. Selectman Fish will speak to Jim Levesque on that.

Ruth Smith asked about the situation with MRI. She had the impression that John MacLean was going to do an analysis of the situation and make recommendations to the Board. She had read that he was acting as Town Administrator one day a week at \$85/hour. Chairwoman Boissonnault said he is moving forward with interviews and analysis. Selectman Williams said he is functioning as a consultant for the Town. Ms. Smith does not feel he is qualified to do that, and questions the salary amount. Again it was stated that John MacLean was not getting \$85/hour; MRI was. Selectman Fish said that Mr. MacLean has great credentials and he feels that he is well qualified.

DJ Garcia spoke, saying that he had spent some time on the Town website and other places looking for the jobs posted for the Town, but he could not find anything. He said the Wilton House of Pizza actually posted that the Town was looking to fill positions. His point was that he does not feel the efforts have been put forward to fill the positions. His second point was that he doesn't feel that the Town is seeing the best return on investments. Third, he wants to encourage the Board to get organized and move forward in hiring replacements.

Discussion Items:

Correspondence – Habitat for Humanity had called as Bill Condra had suggested donating a piece of land that was not being used to build a house on. Selectman Fish will give them a call to see if they are interested in the available lot.

The carpet cleaner called to find out when they can come in and clean the carpets.

New Town Hall Signage order – Selectman Williams questioned the quote for signs from Classic Signs, Inc. He feels we are ordering too many signs, and also pointed out that it should read FINANCE, not FINANCING. Selectman Fish questioned why we would spend over \$10,000 for these signs. Tim Mortvedt said that he likes talking to people rather than following a sign. Tracey Ewing agreed that she could figure out where the Town Hall was without a large sign. Jane Farrell said she was also horrified by the amount of the bill, and less is more; if you give people too much to read, they'll just blow past it and ask the questions anyway.

Old Business – Selectman Fish met with Jim Lavacchia who was speaking about GPS mapping of catch basins. The Board discussed this project further. He also said he wanted to institute a permit that would notify MACC Base when someone was working in the road. He feels that a few of the roads that have been paved recently are ready for the second coats.

The Board went over the proposals received from MRI and detailed the differences. Chairwoman Boissonnault was more in favor of doing a hands-on search, and Selectman Fish agreed. Selectman Williams did, too, as there was a significant cost difference between the two proposals. **Selectman Williams moved that we contract with MRI for recruiting services for our next Town Administrator following the basic recruitment selection process with a cost of \$5800. Selectman Fish seconded it. All were in favor (3-0). Motion passed.**

At this point it was decided to waive their assistance with the Building Inspector hiring process as the town has two other options.

Chairwoman Boissonnault said we do need to be sure that we post for the Administrative Assistant position right away. She has written up a job description posting and will send it to the others for their comments/approval and will post it on Wednesday.

9:06 PM - Chairwoman Boissonnault moved to enter into Non Public per RSA 91-A:3, II(a); Selectman Williams seconded, all were in favor.

9:34 PM –Selectman Williams moved to Exit non-public under RSA 91-A:3, II(a); Chairwoman Boissonnault seconded. All were in favor; motion passed.

Motion to seal the minutes was made by Chairwoman Boissonnault; Selectman Williams seconded. All were in favor; motion passed.

Selectman Williams motioned to enter nonpublic under RSA 91-A:3, II(b). Chairwoman Boissonnault seconded. All were in favor; motion passed.

A motion was made by Chairwoman Boissonnault to exit non-public. This was seconded by Selectman Williams. All were in favor; motion passed.

A motion was made to seal the minutes by Chairwoman Boissonnault. This was seconded by Selectman Williams. All were in favor; motion passed.

9:48 PM Regular Business was resumed.

Approval Items:

1. Payables/Payroll
2. Meeting Minutes

10:53 PM Chairwoman Boissonnault motioned to enter Non Public session under RSA 91-A:3 II(a) Selectman Fish seconded. All were in favor; motion passed (3-0-0)

Chairwoman Boissonnault made a motion to exit nonpublic; Selectman Fish seconded. All were in favor; motion passed (3-0-0).

Chairwoman Boissonnault made a motion to seal the minutes; Selectman Fish seconded. All were in favor; motion passed (3-0-0).

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

Meeting Adjourned at 11:02 PM.

Respectfully Submitted:

Janice Pack, Recording Secretary



 Kellie-Sue Boissonnault, Chair



 Kermit R. Williams



 Matthew S. Fish