

TOWN OF WILTON  
SELECT BOARD MEETING  
TOWN HALL COURTROOM

DATE: April 30, 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 6:32 PM .** She welcomed the public to the meeting and asked all to join her for the Pledge of Allegiance.

**6:40 PM Chairwoman Boissonnault moved to enter into Non Public per RSA 91-A:3, II(e); Selectman Williams seconded, all were in favor.**

**6:56 Public Meeting resumed**

**6:57 PM Heritage Commission - Building Code Demo Draft**

The Draft of the Demolition Amendment to the Building Code was shared with the Select Board. They are hoping to add this for use when a building is over 100 years old. They asked that the Heritage Commission be notified whenever a building permit is applied for and they would like to meet with the person quickly to see if the building might be saved. If they do not reach that agreement, they would like to photograph the building and record details, and see if certain significant details might be salvaged. They hope not to need this often. Many towns such as Keene, Concord, Rye and Lyndeborough have similar codes. They asked if the Board felt there should be public input on each individual case. They stress this is voluntary, and won't cost anyone anything. They just want to share information and give someone an opportunity to revise their plans. Selectman Williams noted that the Building Inspector issues the permits and would need to be on board with that.

Selectman Fish hoped that the Heritage Commission would not hold up any demolition, especially extending it past the April 1<sup>st</sup> deadline for tax assessment.

Selectman Williams noted that if this was put into the Zoning Ordinance it would need to go before the voters. Lyndeborough created a local ordinance for this process. He said that the circuit rider had also done a draft which was a little more complicated. They asked Jessie Salisbury who was involved with getting this done in Lyndeborough how it was done; she said the Selectmen had just attached a note to the permit requesting that if a building over 100 years old was going to be demolished, the Heritage Commission requested permission to photograph and document it.

Tracy Ewing said that the charge of the Heritage Commission is to identify and protect valuable historic homes and asked if the Heritage Commission had a list of those homes that are over 100

years old. They do through 1850. Ms. Ewing asked if it wouldn't make sense to go now and have the conversation with the homeowners, while the home was in better condition and before demo plans had been made, but the Heritage Commission felt it would be too costly.

Selectman Fish said he would feel comfortable putting a note on the Building Permit. Chairwoman Boissonnault talked about the logistics of doing this, and didn't see a problem with it. Selectman Williams asked Selectman Fish about the timing, whether there was a 30 day period after application before one could proceed with demolition. Selectman Fish thought we could adopt this as part of the building permit and that the Heritage Commission could follow up with the newly hired Building Inspector, Norma Detri.

Selectman Williams recommended that the Heritage Commission work with the Building Inspector to come up with language which would then be reviewed by legal counsel.

**7:20 PM Chairwoman Boissonnault motioned to enter Non-Public session under RSA91A:3, II (b); Selectman Fish seconded and all were in favor.**

### **7:59 PM Public Meeting Resumed**

Chairwoman Boissonnault called Paul Branscombe to the table and announced to the Public that he will fill the role of part time Interim Town Administrator for a flexible amount of time. Mr. Branscombe was one of the finalists during the search when Scott Butcher was hired.

### **Public Comment**

Deb Mortvedt asked about the April 16<sup>th</sup> minutes; Chairwoman Boissonnault noted that they were in the folder waiting for Selectman Fish to review them. The Board said that the minutes will be reviewed through last Monday by the end of the night. The accuracy of the minutes was discussed, as well as the process for making corrections.

Jeff Stone noted that at a Right to Know Law meeting the advice he recalled hearing was that meeting minutes are due out within 5 days of the meeting. There may be a draft and then the draft would be kept along with the revised approved minutes. Chairwoman Boissonnault said they would review this to be sure it was done correctly.

### **Discussion Items:**

- 1. Review TA Search Committee applicants** – Chairwoman Boissonnault asked how many members they should have. It was decided to have 5 members and 2 alternates. Selectman Williams asked why alternates were needed; Chairman Boissonnault said to make sure we have proper coverage in case a regular member couldn't make it. All agreed to go with 5 members. Chairwoman Boissonnault went through the 9 applications that had been received. Selectman Fish wondered if we wanted to have department heads as part of the committee. Chairwoman Boissonnault asked to be on the Committee as well. Selectman Fish wanted to have a town resident who was not involved in Town Government. Gerry Coffey and Harry Dailey were mentioned, along with Sara Spittel and Jane Farrell. Steve Desrosiers strongly recommended that one of the department heads be included.

- 2. Kermit motioned to appoint a TA Search Advisory Committee consisting of Gerry Coffey, Harry Dailey, Sara Spittel, Jane Farrell and Steve Desrosiers. Chairwoman Boissonnault will be the nonvoting Chair of the committee to call and manage the meetings. Selectman Fish seconded. All were in favor; motion passed.**

**New Business** – Sara Spittel, Planning Board, brought forward some questions from Michele Decoteau who had asked for a copy of the Budget for Planning and Zoning. She has submitted mileage and hasn't been reimbursed for it yet. She wanted to know if there was any way that she could see the invoice manifest before it was signed so she would know what was paid for. Selectman Williams detailed how that process worked and said he had not seen any Planning Board invoices come through. Selectman Fish replied that perhaps a manifest folder for the Planning Board could be created, similar to what was done for the other departments. Selectman Williams said that in terms of manifests there are separate ones for Recycling, Water, Sewer, Ambulance; and other departments that do not have a separate account are on the same manifest.

Selectman Williams brought up that when the budget was passed at Town Meeting there were many items that were approved and payments were supposed to be made, and procedures that were supposed to happen that didn't. He mentioned the payment to the Red Cross that had been approved at Town Meeting, one of the Small Budget payments. He said he would work through the budget and do some research. There was additional discussion on the process. Selectman Williams will go through the budget and try to determine which things had been paid, and bring it to the Board next week.

Selectman Williams brought up the Audit which the Town is required to go through on an annual basis. He spoke to Tamar Roberts from Roberts & Green PLLC, and she is willing to audit the parts of the Town which have not had personnel loss now, and do the main Town audit later. Selectman Williams will put together an Audit Plan and bring it before the Board at the next meeting.

Selectman Williams noted that at Town Meeting they had voted to offer the Quinn Brothers a one year extension on their lease. He suggested this be passed on to Mr. Keefe, their attorney, to see what their client wants to do. Chairwoman Boissonnault will send a letter to Mr. Keefe.

Selectman Williams noted that they had a 91A request from The Ledger. He suggested that the Board contact the editor and see if they want to proceed. There is a 30 day time limit; perhaps that is a question for the lawyer. Selectman Williams will check with them.

Selectman Williams said it is time to put together inter-municipal agreements; the 2 that will be the most complicated are Ambulance and Recycling. He would like the assistance of the Interim Town Administrator with this process. He will meet with Steve Desrosiers to see what documents exist and what are needed.

Chairwoman Boissonnault noted that it was time to move into the Summer Schedule where they will be meeting every other week; this will be discussed further next week and a schedule made.

She would like to put some interviews together for the Admin Assistant position. Selectman Williams would like to have the Interim TA be part of that process, too.

Steve Desrosiers had come before the Board 2 weeks ago requesting additional capital expenditure for the radios for the new ambulance, and the Board asked him to get pricing. He received 2 prices. He noted that the ambulance is ready and they can take delivery next week, but it cannot be used until they get the radios in it. Selectman Fish said he would rely on Steve's decision. Steve said the Kenwood radios were available in a week; the Motorola in 6 weeks; he will go with the Kenwood.

Steve also wanted to speak about reviewing the hiring process. He noted there had been no provisions for having a physical or a drug screen. He got an agreement through Convenient MD for \$85 per applicant. The Board agreed that it was necessary and asked him to find a way to budget the funds. He also noted that since the Town credit card had been terminated, the costs for the Indeed employment ads were on his personal credit card.

Selectwoman Boissonnault noted that vaccines were on the list – Steve Desrosiers said that he was supposed to offer certain vaccines to the Town employees but he has no budget for that. He said if this is something that the Town wants to offer he will research this further.

The Select Board signed the title for the sale of the ambulance.

Selectwoman Boissonnault said that they had received an email from Joanne asking about insurance on the Jet Flusher. Selectman Williams said that the registration could be done by the Clerk. The vehicle will be owned by the Town and covered by the Town vehicle insurance. Chairwoman Boissonnault will contact Joanne for more information, and then contact Primex.

Selectman Williams spoke to the DOT about M. A. Bean. The bridge that had been done on Frye Mill Road is still red-listed because the deck and the upper structure are rated a 9 on a scale of 1 to 9, but the abutments are rated a 4. Nothing had been done to them; they are stacked dry stone. He asked the DOT for more information. There was discussion on guard rails and advice on moving forward. Selectman Fish asked what the benefit was of replacing the bridge if it doesn't take it off the red list. Selectman Williams said that was a question that should've been asked before, and would need to be asked before any other work with M. A. Bean began. If the cost of repairing the bridge isn't going to get it off the red list then maybe the bridge should be closed if there is no pressing public need. This could be reviewed at another time. Selectman Fish will instruct Jim to complete a feasibility study toward making the decision to upgrade the bridge.

Selectman Fish told about the meeting 2 weeks ago regarding the condition of the County Farm Road Bridge which has collapsed. Upon further review with a dry stone mason, it was found that there were at least 2 other places that need to be addressed. They have a quotation from Thistle Stone Works of \$1,200 for a full bridge assessment. DOT has made some suggestions, too. There was further discussion on the condition of the bridge, and the surrounding trees. Closing the road to all non-permitted trucks would help. If the work is done, there will need to

be another access for local traffic. The Board approved the quotation and discussed the work that they hoped would be done.

The Board discussed whether or not they could give Norma Detri a phone, and agreed to add a phone for her on the Town Verizon plan.

**Approval Items:**

- 1. Payables/Payroll
- 2. Meeting Minutes
- 3. Correspondence

There was discussion on the proposal for additional shelving that Jane Farrell had verbally requested. The bill when it is received will be higher than was approved.

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

**Meeting Adjourned at 10:19 PM.**

Respectfully Submitted:  
Janice Pack, Recording Secretary

  
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 Kellie-Sue Boissonnaut, Chair

  
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 Kermit R. Williams

  
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 Matthew S. Fish