

TOWN OF WILTON
SELECTMEN'S MINUTES
WILTON FIRE STATION

Date: September 25, 2017
Time: 6:30 P.M.
Place: Fire Station
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.

Tax Collector Jane Farrell and Treasurer Jerry Greene were on the agenda to hear the discussion regarding setting up a Records Management Committee. Selectman Williams asked to address the issue. He spoke of RSA 33-A:3. The committee consists of a municipal officer designee, the Town clerk, Treasurer, Assessor, and Tax Collector. He spoke of the responsibilities of the committee. A recent change in state law states allows all records to be kept electronically and the town can decide what to do with the originals. The full committee was present at this meeting so Kermit opened up a discussion and spoke of setting a goal. Selectwoman Boissonnault suggested having guidelines and to set up meetings outside of the Select Board meetings. Jerry Greene's approach is to handle the task without an extra cost to the town. He said Planning Board documents should be taken right off the table. We can scan 8.5" x 11" documents all day long by having Town Hall personnel working on it on a regular basis. He is not in favor of hiring someone to do it. He said start with the simple things first. Chairman Condra asked Jane Farrell if we have an inventory of records, to which she answered no. Jane would like to avoid keeping things offsite. Selectman Williams said we need an index. Selectwoman Boissonnault said to have Melissa and Jeannette go through them when they have a minute. Selectman Williams wants to go through the list and identify an owner for each piece. TA Scott Butcher suggested that other municipalities already do this so we should reach out for a system that works. He suggested distributing list to let employees take ownership of their records. Selectman Williams said he would do the first pass, then Pam, Scott and Jane can do the second pass.

Public Comment

Jessie Salisbury asked about the schedule for demolition of the house on Gregg Street. Scott told her to ask John Shepardson.

Town Administrator Update

TA Scott Butcher said that the Riverwalk and North End projects are winding down. The Recycling Center scale house work needs to be done. He has asked Brian Adams to figure a cost for the scale house. We need site work done and a guardrail system.

Selectman Williams asked about the IT contract. Scott gave an update and told that RMON was our favorite so far. He gave some highlights.

Selectman Williams then asked about the flue issue at Town Hall. TA Scott Butcher explained the situation and said that J. Lawrence Hall looked at it and will submit a bid.

Old/New Business

Selectwoman Boissonnault brought up the meeting last week with Sewer Commissioner Chris Carter regarding the jet machine. Kellie-Sue told how Scott did some research and found that this unit was overpriced and you can't get parts, but the Sewer Commission is turning a blind eye and going to purchase it anyway. She feels they are not being responsible and asked what Board's stance is. Scott noted that the Sewer Commission voted to make two payments to the Town of Milford for this unit, based on anticipated revenue. We are not even sure that Milford will accept two payments, and the unit sold for \$25,000 back in 1997 and now the Sewer Commission is ready to pay \$20,000 for it. Scott suggested that the Sewer Commission do a lease purchase for a new unit. They were not looking for one of these units; they jumped on this one because it became available. He recommends that they slow down the transaction and put some thought into it. Next, there was a discussion about the jetter being stored in the Water Department's bay at the Highway Garage. After further discussion the Board made the following motion:

Motion: Chairman Condra will sign a letter of no confidence to the Sewer Commission stating that the Board officially opposes the purchase of this jetter. The Select Board has no confidence in the apparatus and are concerned that the Sewer Commission has no means to pay for it or to operate it. Discussion followed. Selectman Williams amended the motion to include the wording: because we have no confidence, we are unwilling to commit our staff at this time, and we are not willing to underwrite any financial element of this purchase. Selectwoman Boissonnault seconded the motion. Motion passes unanimously 3, 0.

Selectman Williams noted that at the CIP meeting this afternoon it was discussed that none of the funds voted at Town Meeting to go into the Capital Reserve accounts had been transferred. Administrative Assistant Pam Atwood asked to address this item. She said that this was not correct; to date half of the money had been transferred. The intent was to transfer half of the funds in the first half of the year and the remainder in the second half of the year. The Accountant, Treasurer and Auditor agreed to this plan. Selectman Williams said it's the law. Pam said she would double check with the Auditors.

Motion: Chairman Condra moved to enter into nonpublic session at 7:56 P.M. per RSA 91-A:3,II(c). Selectman Williams seconded the motion followed by a unanimous vote.

The regular meeting was called to order at 8:33 P.M. Chairman Condra moved to seal the minutes of the nonpublic meeting, seconded by Selectwoman Boissonnault. Motion passed with vote: Condra, Aye; Boissonnault, Aye; Williams, Aye.

Motion: Chairman Condra moved to enter into nonpublic session at 8:34 P.M. per RSA 91-A:3,II(a). Selectman Williams seconded the motion followed by a unanimous vote.

The regular meeting was called to order at 9:13 P.M. Chairman Condra moved to seal the minutes of the nonpublic meeting, seconded by Selectwoman Boissonnault. Motion passed with vote: Condra, Aye; Boissonnault, Aye; Williams, Aye.

TA Scott Butcher updated the Select Board about the Ambulance Chief resumes that had been received. Selectwoman Boissonnault asked if there was an employee appreciation event for town employees. Scott said we did have a luncheon planned for an employee benefits presentation on October 25th.

A motion was made to adjourn the meeting at 9:28 P.M. by Selectman Williams, seconded by Chairman Condra, followed by a vote with all in favor.

Respectfully submitted;

Pamela L. Atwood
Pamela L. Atwood,
Recording Secretary

Wm F. Condra
William F. Condra, Chairman

KR Williams
Kermit R. Williams

Kellie-Sue Boissonnault
Kellie-Sue Boissonnault

10/2/17
Date Signed