

TOWN OF WILTON
SELECTMEN'S MINUTES
WILTON FIRE STATION

Date: November 13, 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 6:35 P.M. Jeff Kandt from the Planning Board attended the meeting to discuss the new Building and Land Use Administrator position. Jeff stated that the Planning Board would like to have a labor line item in their budget for visibility. They try to offset their fees and this would help them to have an idea of their costs. Scott said there are some challenges; the person in the new position will be working for Planning, Zoning, and the Building Department. He suggested that she could track her time for each entity for the first year and then divide it up for 2019; but that her line item remain in the Town Hall budget for 2018. The Planning Board wanted to budget 75% of her wages, but by doing that they risk subsidizing part of her wages that are used by other departments. Scott would like to put her wages under the Town Hall budget for year one to build some history. Jeff wants to stay on top of the costs and appreciates having monthly budget reports. Selectman Williams talked about billing the departments at a higher rate. Scott is looking at devices that allow time to be split up by project. Selectman Williams said time tracking is important. Selectwoman Boissonnault likes leaving it in the Town Hall budget for the first year. Scott said he can have Michele produce a report for the 3 entities, Planning, Zoning, and Building. There was a discussion about cross charging departments using the due to/due from accounting method. Scott said the position may be helping with water and sewer fees as well. That's the unknown. He has asked Michele to streamline our process. After further discussion, Chairman Condra said Scott and his staff will work out the strategy and share with Jeff Kandt a process that will involve tracking her time and billing the Planning Board. Jeff's goal is to have something for the Budget Committee that shows money out and in, and to have monthly updates or timesheets. Chairman Condra asked to be given two weeks to work out a plan.

Next, Fire Chief Jim Cutler was in for his budget review. He explained a few of the line items that were going up, but said overall his budget is going down by 2.73%. Selectwoman Boissonnault asked Jim about landscaping. Jim hopes to have the DPW do the mowing next year. The Select Board agrees with that idea. Selectwoman Boissonnault would like the area behind the Fire Station cleaned out. Jim is aware but said it is a challenge to get his firefighters down there to do that type of clean-up. Scott said he should find another solution.

Next, Jim talked about CIP and Warrant Articles. He wants to put money back in the Engine 3 account. Also, he has safety short falls with their current gear; he will need \$50,000 to replace the turnout gear for this year. He will apply for grants for this. He would like to start an Air Packs Capital Reserve Account. It will cost \$190,000 to replace all the air packs.

On another note the Town owns a hose wagon which used to follow behind the fire trucks and carry the hoses. It is currently being stored up at the Haas but the owner wants to get it out of his barn. It's in rough shape; in 2012 it had a market value of \$2,000. Jim doesn't know what to do with it. The Association has no interest in it. The Board had a few suggestions but told Jim to work with TA Scott Butcher for a solution.

Public Comment

Alison Meltzer was present to give something to the Board. She presented a framed picture of the Town Hall building that had been in a building magazine from 1884. It appeared in the magazine alongside some other very nice architecture. Alison will look for the article on her computer. She presented it to the Board of Selectmen from Scully Architects. The Board thanked Alison.

Jane Farrell asked about the policy for getting on agendas. Selectwoman Boissonnault said it was straightforward, and she explained it. Chairman Condra agreed saying they will stick with it for a while. Selectman Williams asked if every timely request was being accepted. Selectwoman Boissonnault said requests need to go to Scott before the Select Board. Scott said there are only so many timeslots so we can't always accommodate that week. He also explained that some requests are issues that Scott, Pam, or Caitlin can resolve; trivial items. There was further discussion. Selectman Williams said they shouldn't have a gate keeper but it's ok to filter. Chairman Condra said to have them write their requests down so it can be studied. Selectwoman Boissonnault agreed saying it clarifies it also. Chairman Condra said it is ok to insert some administrative control. Jane claimed that it doesn't say noon, but Scott told her it did in fact say noon.

Chairman Condra called for a nonpublic session at 7:44 P.M. per RSA 91-A:3,II(a). The motion was seconded and voted in the affirmative 3, 0.

Chairman Condra called for a nonpublic session at 8:09 P.M. per RSA 91-A:3,II(c). The motion was seconded and voted in the affirmative 3, 0.

Selectman Williams moved, seconded by Selectwoman Boissonnault to seal the minutes of the nonpublic session. The motion passed unanimously 3, 0.

The Select Board and Jane Farrell had a discussion about the records storage issue. Selectman Williams will meet with Jane this week.

Jane told the Board about the light bulb in the kitchen. Jane left the meeting.

Selectwoman Boissonnault moved to enter into a nonpublic session per RSA 91-A:II,3(a) at 8:26 P.M. Selectman Williams seconded the motion followed by a unanimous vote in the affirmative.

Selectman Williams moved, seconded by Selectwoman Boissonnault to seal the minutes.

Town Administrator Update

The New Reservoir committee is waiting for their first meeting


Scott is waiting for DES and DOE regarding Old County Farm Road Bridge. He has a private contractor ready to do the work but since Mr. Torre has involved DES and DOT he has no idea what will happen. The work could have been completed by now. Joe Torre has asked for weekly updates on the bridge. Chairman Condra does not object to him asking for an update but he will not put him on the calendar every week for his benefit. Chairman Condra said he will deal with Mr. Torre.

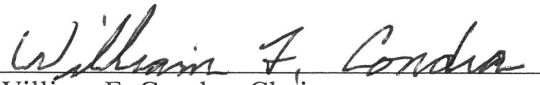
The DPW position was discussed. Selectwoman Boissonnault said the Board needs to relinquish control. Chairman Condra supports Selectwoman Boissonnault's direction to turn it over to Scott to find DPW workers. Selectman Williams said we've always asked for oversight on Department Head positions, saying

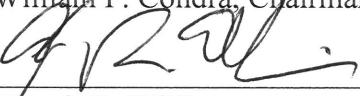
the Select Board should talk to the finalists. Selectwoman Boissonnault said that just draws it out. We gave that authority to the Scott. Chairman Condra agrees. Selectman Williams disagrees saying Scott can do the preliminary work. Chairman Condra said we wrote his job description that way; we imposed ourselves in the process.

A motion was made to adjourn the meeting at 9:42 P.M. by Chairman Condra, seconded by Selectwoman Boissonnault, followed by a vote with all in favor.

Respectfully submitted;


Pamela L. Atwood,
Recording Secretary


William F. Condra, Chairman


Kermit R. Williams


Kellie-Sue Boissonnault

12-4-17
Date Signed