

# TOWN OF WILTON

## SELECT BOARD MEETING

### TOWN HALL COURTROOM

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DATE: Monday, November 19, 2018  
 TIME: 6:30 PM  
 PRESENT: Chairwoman Kellie-Sue Boissonnault, Selectman Kermit R. Williams, Selectman Matthew S. Fish, Town Administrator Paul C. Branscombe, Administrative Assistant Janice Pack

Chairwoman Boissonnault opened the Select Board's regular meeting at 6:30 PM. After roll call, she invited everyone to join her in the Pledge of Allegiance.

#### NEW BUSINESS

##### **John Quinlan, Chairman, Mont Vernon Select Board – MACC Base Next Steps**

Last week this Select Board joined the Mont Vernon Select Board at the MACC Base Budget Meeting. Chairwoman Boissonnault read a statement which detailed that our Board had invited Milford's Board to meet with us to continue discussions which began at the Budget Meeting; however, Milford's Board declined stating that they didn't have enough notice. Selectman Quinlan joined the table to discuss this further.

Mont Vernon and Wilton want to settle this matter and move forward; not having Milford here puts us all in a quandary. He feels that the new Agreement needs to be locked up by December 1<sup>st</sup>, but doesn't feel it will happen now. Today he met with Mont Vernon's Town Counsel and they discussed the clause that states that if anyone wants to withdraw, they need to give a year's notice. That also applies to Milford, and they have not given any such notice. They can agree to extend or terminate the agreement if all agree. He feels that if Milford continues to be evasive, Mont Vernon and Wilton could agree to extend the contract for up to 2 years. He stressed that he is speaking as one person; he will discuss this with his Board tonight. He feels that Milford's behavior certainly gives cause for concern. Because they gave no notice, even if they don't sign, they are still a member. Partnership – particularly long-term partnerships – are based on trust and he isn't feeling the trust right now. Chairwoman Boissonnault said that she will look forward to further discussion after he meets with his Board. She feels it is concerning that Milford does not seem to be looking out for their own residents right now.

**Swearing in of Officer Matt Holland** - Chairwoman Boissonnault asked Matt to repeat after her as she did the swearing in ceremony. Pictures were taken, and the Town was very proud.

**Josh Arend from Avitar, Software Presentation** – Avitar is exclusively a NH based company with approximately 140 municipal clients using the assessing software. Josh brought copies of quotations for assessing, tax collect and building permit software. He said that the tax collect software is fairly seamless now; it involves taking it off-line for perhaps a week during a slow season for conversion. The assessing software is a little more complex as the sketching does not convert. He stressed that the conversion of the assessing software would be more intensive and more costly and should be done during a revaluation year. He said he's done about a dozen conversions in the last year that would be similar to ours, and they were done in the 12-18 months

before revaluation. He stated that Avitar could convert the tax collect and install the building permit, but that it should be done in conjunction with a statistical revaluation. He said if the single primary goal is pricing then it may not be worth doing. He suggested we have the conversation with our assessor, Todd Haywood, about the conversion. Mr. Branscombe said that Norma and Michelle had watched the demo of the building permit software and did want to move forward with that. Josh said he couldn't give us the building permit software without the assessing software.

Selectman Fish asked about the assessing software interacting with our GIS maps. Josh said that they have an online assessing kiosk. Selectman Fish suggested we have a workshop with Todd, Jane, Norma and Michele so that we could discuss this further. Josh will contact Todd to see if he has time for the conversion. He will set up a conversation with Patty from his office and Jane to discuss the tax collector software.

**PUBLIC COMMENTS** – Deb Mortvedt wanted to know if there was any update on the Audit Report. Mr. Branscombe said that it is nearly finished. Deb wanted to know for sure that Tamar would come to present this to the residents.

Nikki Andrews wanted to compliment the DPW on Curtis Farm Road. Selectman Fish said that he had also fixed it.

Ruth Smith asked if Sand Hill Road had been plowed last Friday. She said she would check with Jim on that when he gets back from vacation.

#### OLD BUSINESS

**Stage Coach Road Bridge RFQ** – Mr. Branscombe said we've received 4 RFQ's. He'd like the Board to review them, and suggested waiting until Jim Lavacchia returned from vacation so that he could look them over as well. Selectman Williams said that we were not going to have funding for them until 2021 so there is no rush.

#### TOWN ADMINISTRATOR UPDATES

Instructions from the Board: Paul said he had not yet made contact with Darren McGettigan. He had one number that was constantly busy. He received another number to try.

In answer to the question Selectman Fish asked about the road cuts and whether or not the Town could get a bond when cutting was going to be done, having a Street Opening Permitting Ordinance would cover that.

Chief Cutler had asked about Impact Fees being used on maintenance of fire trucks or the building, and the answer was No, Impact Fees cannot be used for that.

Ricoh Document Scanning – We held a conference call with Ricoh regarding the Document Management System. Now we are waiting for Kyle Blossom to come in and do an assessment. Then we will have a presentation on the Document Management System options, which will come out of the \$30,000 that was encumbered.

The RFP for Audit Services is due November 30, 2018. The first one was received today.

IT Services – Alexis Pittman and Allan Treadwell will have proposals to us before Thanksgiving.

The Town Wellness Coordinator is Janice Pack and she will be attending training in January.

EOC - Chief Cutler joined Dave Boissonnault to discuss the EOC. Previously the EOC was done from a mobile vehicle or personal space. Currently, there is no equipment in the EOC at the Fire Department to qualify it as a proper EOC. Mr. Branscombe asked if Dave could have access to the weather communications room, and Chief Cutler said "Yes". The internet is slow – Chief Cutler

was waiting for word on what the Town wanted to do on that. Dave said to have a functional EOC they need drop downs for each Town Department in the event there is a natural disaster so that each head of each department can coordinate their personnel to help mitigate the event. Right now there is a small room with a plaque that says EOC but it has no phone, computer or TV.

Chief Cutler said there are 3 dropdowns under the desk. There are monitors with no computers. Selectman Fish asked why every building wouldn't have their own internet. Chief Cutler said that the previous administrator had his own ideas about that. RMON was supposed to give them a complete package including firewalls; they have never seen that information. Chairwoman Boissonnault said that when she spoke to Heather Dunkerley, she said "all departments make up the EOC - Fire, Police, Ambulance and DPW and we do need to be sure that we have everything up and working". Mr. Branscombe said that he is putting off her visit until we are up and running.

Dave said that it has to come from the Select Board to figure out where funding will come from. Selectman Fish said that there are a lot of people worried this week about their taxes, and he wants to know how to best do this. Dave said he would expect the department heads to use their own laptops as they will have all of their own information right on them. Selectman Williams said "if we're building an EOC around internet access, what happens when a natural disaster cuts that off?" Chief Cutler said he does have 2 phones that are 911 phones but there would be no internet. Selectman Fish asked if there was a target they were shooting for of what was statutorily compliant. Chairwoman Boissonnault asked Dave to work with the Town Administrator to get some costs.

#### SELECT BOARD ITEMS

Selectman Williams said that on Friday he met with the Treasurer and the Vice President from TD Bank, Keith Pike, who handles the accounts that the Town has, mostly to talk about the Water Commission as they want to get their bookkeeper set up. He also spoke to them about the issues of transfers. He felt that transfers should be handled the same way that we ask the Treasurer to issue a check. There should be a written request to have the Treasurer do the transfer. Selectman Williams said that matches the RSA that says how the Treasurer's role is defined. He wants a form to be put together that says the Select Board requests that a transfer be made from Account A to Account B and then signed by the Select Board. The Treasurer agrees that he will then do the transfer.

Chairwoman Boissonnault said that once again we seem to be jumping through hoops to please the Treasurer. She read from the RSA which said that once a manifest is signed, that is the order from the Board that tells the Treasurer to do the transfer. Selectman Williams disagreed, saying that we were not providing the treasure with what he wanted. He said the manifest was not sufficient. Chairwoman Boissonnault said the RSA states that he is to transfer money upon the order of the Select Board. She is tired of him not doing his elected duty. She is sick and tired of Selectman Williams constantly babying the Treasurer.

Selectman Williams said we need to work together and not create an adversarial situation; having a document that deals with transfers would be a good solution. Chairwoman Boissonnault said it sounds like he held a meeting as a one-person Select Board. Selectman Williams said "You do it all the time." Chairwoman Boissonnault said that Selectman Williams is very friendly in his relationship with the Treasurer, and perhaps he should recuse himself from a discussion about the

Treasurer. Selectman Fish said just to be clear, he has never held a meeting with another elected official. He said that we instructed the Treasurer to make a transfer and he did not do it. We put the good faith and bond rating at risk. He said we need to do what needs to be done to be sure that our credit rating and bond rating are protected.

The Select Board discussed this further without reaching agreement on what happened last week. Selectman Fish stated that the three of them had sworn an oath to protect the town and that to create another form is ridiculous. Chairwoman Boissonnault said we should not have to change our process. Selectman Williams said that to solve the relationship between the Board and the Treasurer, we should do this new form. Selectman Fish said he doesn't have a problem with the Treasurer. He said we're talking about the relationship between the people in the Town Office and the Treasurer. He said there is no reason that this Board should be functioning at this level of dysfunction. Chairwoman Boissonnault said that when a decision is made by the majority of the Board, it is not to be undermined by one member of the Board. She said she "feels like its déjà vu what happened before when the three members of the Town Administration walked out."

Selectman Williams said "We provide a check manifest which is signed and then the Treasurer does the transfer." Selectman Fish detailed the events of the past 2 weeks. Selectman Williams said that he "had a meeting because the Treasurer was recalcitrant about doing what Deb wanted him to do". Chairwoman Boissonnault said she was not in favor of changing the policy. The Finance Officer is the person who works for us and she has the authority to do what the Board tells her to do. Selectman Williams said he is trying to be the go-between between the Treasurer and the town. He is trying to solve problems. Selectman Fish said that Selectman Williams was discounting the severity of what could've happened by the Treasurer's refusal to make the transfer. He asked Selectman Williams what would've happened if the payroll checks had bounced.

Nikki Andrews asked why everyone was beating up on Kermit when it was the Treasurer's problem.

Deb Harling reiterated that at our first Finance Work Session she brought sample forms. The Treasurer agreed on the forms at first, but then it wasn't good enough for him. The Board gave authorization to Deb to request transfers. Chairwoman Boissonnault said that they will sign their full names on the manifests rather than initialing it, and asked the Board to move on.

Selectman Fish will wait until Jim Lavacchia is back from vacation to speak about the road acceptance and the road cut ordinance.

**At 7:53 Chairwoman Boissonnault called for a non-public session under RSA 91-A:3, II(c) and Selectman Fish seconded. All were in favor; motion passed.**

**Chairwoman Boissonnault motioned to exit non-public session at 8:21 PM; Selectman Williams seconded. Motion passed.**

Chairwoman Boissonnault asked if the minutes should be sealed. It was decided that the minutes did not need to be sealed.

**Chairwoman Boissonnault motioned to go into non-public session under RSA 91-A:3, II(I) at 8:22 PM. Selectman Fish seconded. Motion passed.**

**Chairwoman Boissonnault motioned to exit non-public session at 8:50 PM, Selectman Fish seconded. All were in favor. Motion passed.**

**Chairwoman Boissonnault motioned to seal the minutes. Selectman Williams seconded. All were in favor; motion passed.**

Chairwoman Boissonnault advised all that our legal counsel had suggested that our Treasurer come up with a form, so the Board has given Mr. Branscombe direction to contact the Treasurer and ~~charge~~ <sup>ask</sup> him to come up with a form by next Monday.

KRW

**APPROVALS: MINUTES, MANIFESTS AND ITEMS IN THE SIGNATURE FILE**

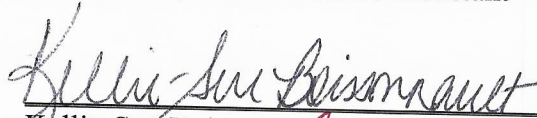
The Board reviewed and approved the Checks manifest, Minutes, and Correspondence.

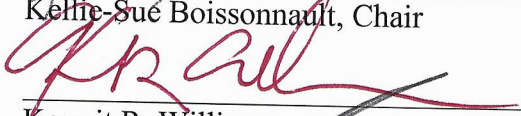
Chairwoman Boissonnault said that a discussion had started before the meeting regarding tax abatement for persons who had already had an abatement; Chairwoman Boissonnault would like each person seeking abatement to come before the Board. **Selectman Fish motioned that every application for abatement needs to come before the Board. Chairwoman Boissonnault seconded. Motion passed.** Chairwoman Boissonnault asked Mr. Branscombe to contact the Tax Collector and advise her that everyone seeking abatement will need to come before the Board.

The Board discussed Mr. McGettigan's request to have the road fixed in front of his house where the water line had been dug up by Jason Weatherbee. It was noted that the Board should review the RFQs before the meeting of December 3<sup>rd</sup> so that they could be reviewed with Jim Lavacchia.

**Selectman Fish moved to adjourn. Selectman Williams seconded. All were in favor; motion passed.** The meeting adjourned at 9:10 PM.

Respectfully Submitted:  
Janice Pack, Administrative Assistant

  
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Kellie-Sue Boissonnault, Chair

  
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Kermit R. Williams

  
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Matthew S. Fish