

TOWN OF WILTON

SELECT BOARD MEETING

TOWN HALL COURTROOM

DATE: Monday, November 12, 2018
TIME: 6:10 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 6:10 PM.

NEW BUSINESS

Energy Committee – Social Media Strategy Proposal – Chris Balch introduced the other members present, and Keith MacKay joined the table to present the proposal. They would like to do a Warrant Article for LED street lights, which would pay for themselves in 2 years. He noted that Nashua saves \$25,000 a month thanks to the switch. Keene saves \$80,000 a year. Smaller towns like ours such as Bennington which has about 50 lights are saving several thousand dollars a year. Payback time is fast, and depending on incentives, could be even faster.

They look forward to maintaining transparency and presenting this proposal to all town groups. Chris Balch, the Energy Committee and Wapack Sustainability Group are willing to work on this project together, and they are looking for more volunteers. They shared an agenda on how to move this forward to Town Meeting, with questions such as what color light do you choose? Some have complained about the blueness of LED bulbs, and they would recommend a warmer color to promote sleep if there is a light in front of someone's house. Some colors are safer in their illumination. He noted that a street light near a crosswalk may need to be brighter than one on a rural street. They would like to look at that technical criteria for each light planned to be put in. Another question is whether or not timers or other smart controls should be included in the RFP. There is also a perception that having lights in town encourages drivers to slow down, so it can promote a safety benefit.

Keith said that they could fund the project up front and it would pay for itself in 2 years. There are also grants available, and Eversource has several incentives.

Selectman Williams said that it was his impression that Wilton rented the street lights from Eversource. He asked if we would need to ask Eversource for LEDs. Peter Martel joined the table to answer that Manchester had gone to the PUC to negotiate a deal for street lights. The Town can negotiate with whoever they want to put the lights in place. Selectman Williams asked if Eversource would allow a 3rd Party to work on their fixtures. Peter said that they would. Chairwoman Boissonnault asked if it runs about \$350 per light? Peter said that was the cost to repair a light. He added that it is different depending on the wattages. Selectman Williams said he had seen a presentation using different wattages, and asked about the certain lighting requirements the DOT has. Peter said that the DOT does not have any standards for Town streets. Selectman Williams asked if DOT owned the lights on 31. Chairwoman Boissonnault asked if they are looking to put money into a Warrant Article at this time, and Keith said Yes. Chairwoman

Boissonnault thought it was a good idea. Mr. Branscombe noted that the Eversource grants were very small, and he would like to work in unison with the Energy Committee. Chairwoman Boissonnault said that the committee could go ahead and work with the Town Administrator. Mr. Branscombe would like to increase membership in the Energy Committee as well.

Chairwoman Boissonnault said there were some items that the Select Board has responsibility for in conjunction with the Voting process and one concerned the Ballot Inspectors. She made a **motion to appoint Harry Dailey as the Republican Ballot Inspector. Selectman Williams seconded, all were in favor; motion passed.** We will let Mr. Dailey know, and have him come in to be sworn in.

PUBLIC COMMENTS – None at this time.

OLD BUSINESS

Tom Quinn – Mr. Quinn and Attorney Keefe joined the table regarding Richfield Way. Attorney Keefe said that the Board was going to ask Town Counsel for their opinion. Mr. Branscombe said that Attorney Keefe had forwarded information relative to this, which had been forwarded to Town Counsel.

Selectman Fish arrived at 6:34 PM

Chairwoman Boissonnault read from Town Counsel's decision noting that the Town did not have judicial jurisdiction to deny the nature of Richfield Way as a public way. She said it was clear in her opinion that this was a public road. Selectman Williams said that one element was whether or not this was a properly constructed road, and he relayed Michael Bergeron's comments. Mr. Bergeron had been present during the installation of the water line and felt confident that the company had done a proper job and that road was as good or better as any road in town. He noted that each time the cellars had been constructed, the company had brought in heavy equipment for each hole, and in his opinion that would've been a burden on an improperly constructed road.

Chairwoman Boissonnault confirmed that it was a public road. Selectman Williams said the question that had started this was whether or not we would allow the final application and in his opinion, we would allow this.

Selectman Fish stated that Jim Lavacchia had been concerned about the dissolution of the Homeowner's Association and how that would affect maintenance. Attorney Keefe said that the Homeowner's Association did still exist, and could not be dissolved in that it is necessary to regulate what happens in the common land and provides structure. Mr. Quinn said that the deed that was given to the town gives the town the responsibility to maintain the land. Selectman Fish said this is why it is important for the Board to pay attention to things like this. He asked Selectman Williams if it was true that the water fees had been waived. Selectman Williams said that the water commission had agreed not to charge connection fees, which would allow a new house to be connected to the water line. Selectman Fish asked Mr. Quinn if the impact fees had been paid; he said that they had. Selectman Fish said that this was a learning experience as the maintenance budget for our town is about \$300,000 for our roads and that to accept new roads with large infrastructure is a big commitment. Selectman Fish would like this Board to revisit acceptance of new roads; Mr. Branscombe will put that on a future agenda. Mr. Quinn asked if we were going to talk about the gravel – that is not on tonight's agenda.

Jim Quinn asked for an update on the appraisal on the piece of property that had originally been proposed to be purchased. Selectman Williams said that he had learned that for the WWW to get an accurate appraisal they would need to hire an engineering firm to see what the land could be used for. Selectman Williams said at that point the WWW wasn't sure if that was a good use of spending the WWW funds. Since Mr. Quinn said he was not interested in a one year extension, the appraisal was not done.

Tax Rate Setting – Chairwoman Boissonnault said that she felt it was important to do this now while the Public was present. Mr. Branscombe gave the Select Board members breakdowns from the last few years. There were 4 models run with the numbers provided from DRA, and the Administration recommends setting a tax rate of \$28.78. Chairwoman Boissonnault shared what it meant to set the tax rate and how taking some of the money from the unassigned fund balance reduces your taxes, but that if you take too much, one day there will be no “rainy day” fund. Selectman Williams said that the unassigned fund balance is like the Town’s savings account – money that the Town has that is not otherwise assigned. We are required by the State to keep a certain amount on hand. Selectman Fish said that the amount recommended was a \$1.61 increase over last year’s tax rate. Chairwoman Boissonnault said she favored the tax rate of \$29.09 but both Selectman Williams and Selectman Fish favored the \$28.78 amount. Chairwoman Boissonnault said this would be lower than the 10% that she was led to believe that Wilton likes to keep on hand. Selectman Fish said he’s always looked at the unassigned fund balance as a “pillow” or cushion, and if we had greater fiscal discipline it would seem better to do it that way. Chairwoman Boissonnault said that this year will show us how the departments have been utilizing their budgets and she expects them to be more accurate this year. There was more discussion on the unassigned fund balance amount. Selectman Fish asked if it was unsustainable to try to use unexpended fund balance to keep our taxes down. Selectman Williams said if we are only lapsing \$3000-\$4000 dollars than yes this is true. **Selectman Williams moved to accept \$28.78 as the tax rate; Selectman Fish seconded. Selectman Williams and Selectman Fish were in favor; Chairwoman Boissonnault was opposed. Motion passed.** The tax rate will be set at \$28.78.

Selectman Fish asked if the Budget Committee ever weighed in on this, as this was his first time weighing in on something as important as setting a tax rate. Selectman Williams said it was not the Budget Committee’s responsibility. It was his opinion that we should keep the Town’s tax rate as low as possible while being fiscally prudent with the Town’s funds. He said this year we were using a balanced approach to keep the hit from being too big. Selectman Williams noted that the main increase for the tax rate increase this year was the School.

New Boundary Survey Bids for Lot L-047 – Selectman Williams reminded the Board that this was the piece of land intended for expansion of Laurel Hill. This land is actually part of the Abbott Acres development. It turned out that part of the land in this proposal actually belongs to the Town. Three bids were received:

\$9850 from Meridan Land Services, Inc.
 \$8100 from Sandford Surveying & Engineering Inc.
 \$6275 from Fieldstone Land Consultants, PLLC

Selectman Fish questioned whether we needed to spend money on this. Chairwoman Boissonnault said our attorney has recommended that we get this taken care of. **Selectman**

Williams moved that we accept the Fieldstone's quote for \$6275 to survey Lot L-047. Selectman Fish seconded. All were in favor; motion passed.

Credit Card Issuance/Bank Transfers – Chairwoman Boissonnault noted that Mr. Chalmer's was not here although Mr. Branscombe had reached out to let him know that this was on the agenda. She said that this Board has authorized the department heads to have credit cards. They have authorized the Treasurer to procure them, but it has not been done. Deb Harling contacted the bank to find out why, and was told that they were still waiting for information from the Treasurer. Chairwoman Boissonnault said that we need to bring this up with the Treasurer and get this done as soon as possible. One piece of information they are waiting for is "3 years of audited financials"; we do not have the 2017 financials yet.

Chairwoman Boissonnault said the bank transfer for WA-15 that the residents voted on last March still has not been completed. The memo was given to the Treasurer on October 4th, signed by the Board, but he has not transferred the funds. Chairwoman Boissonnault said that she doesn't know what we need to do to move this forward. Selectman Fish said it was frustrating; he sees no reason why it shouldn't have been done. Chairwoman Boissonnault said that was one reason why she was pushing for a Deputy Treasurer. Selectman Williams said that it is not appropriate for a member of the Select Board to be authorized to sign checks. If the Treasurer is temporarily unavailable then the Board could appoint someone to sign checks. Chairwoman Boissonnault asked what action we need to take to move forward.

Selectman Fish asked why it hasn't been done. Selectman Williams said he believed that the Treasurer was still waiting for budget updates which he had requested and not received. He said he was concerned about the Ambulance budget, but Selectman Williams said that it surely had nothing to do with this. He said we need to work with the Treasurer and not be combative. He's an elected official and we cannot order him to do things. Chairwoman Boissonnault read from the RSAs and said it wasn't the Treasurer's choice. He has been given everything he has asked for. He is not doing his job. He's doing what he wants to do, when he wants to do it. Selectman Williams agreed that the transfer should be done. He said that the RSA refers to signing checks, which Mr. Chalmers has been doing. He said the Board needs to realize that the Treasurer does have independent authority and the only way to force his hand is to go to court. He feels that working with the Treasurer is the better choice. Selectman Fish said he is very frustrated as this has been going on for months. Some of this has to do with personalities, but we need to get this done. He wants this transfer to be done as the people have voted on it. Chairwoman Boissonnault asked for a letter to be drafted directing Mr. Chalmers to do this transfer. Selectman Williams said that he also has not received all of the budget reports that he has asked for either, so he understands that part of it. He wants to see monthly budget reports for each department.

TOWN ADMINISTRATOR UPDATES

Town Website update – The new website has launched and by Wednesday all browsers should point to it. Please take a minute and check it out.

On November 6th we met with Ricoh's scanning division. They had come previously to present to Scott Butcher and will revise the NTE agreement so we can encumber the funds that were voted on last year. The next step will be to do an inventory of the items to be scanned.

An RFP for Audit Services has gone out with information to be returned by November 30th. Selectman Williams asked if our current auditor would be responding. Mr. Branscombe said that he would contact her personally, but he felt it was time for a change.

On November 8 we met with Allan Treadwell of Twin Bridge Services. He looked at the computers, servers, etc. and the wiring here as well as at the PD. He felt that we had been sold elaborate hardware and provided insufficient structure for it. Selectman Williams said he would not want to move forward with notice to RMON until we decided who we would move forward with. Mr. Branscombe also spoke about Alexis Pittman, who was interested in providing IT Service to the Town for an hourly rate of \$125. Selectman Williams invited Chief Olesen to speak on this, and he noted that he would need a provider that had been cleared by the Federal Government. He noted that in speaking to Allan Treadwell, Allan had noted he had the clearance necessary. Allan told Paul that he was able to access the Welfare files, and did not feel that RMON had provided necessary security for our office.

Tomorrow Mr. Branscombe is heading to Temple and Mason to get the Inter-Municipal Recycling Agreement signed, and he will be bringing it to Greenville on the 14th.

Tomorrow he will also be delivering the MACC base letter to Milford, as the Town Hall was closed today.

Mr. Branscombe has obtained the charter for the WWW which he will forward to Eric Mayer.

Stagecoach Road RFP deadline is Friday. We have not received any proposals yet, but are expecting at least one.

Tomorrow the Joint Loss Management Committee will tour the Library and Fire Station.

Mr. Branscombe extended a PAF from Chief Desrosiers for an Ambulance Department Employee who was going from an EMT to an EMT-A. Selectman Williams questioned the pay increase; it was noted that this was standard.

SELECT BOARD ITEMS

Selectman Fish said he had spoken to Jim Lavacchia about the fact that many municipalities have a bond required when a road is cut and he would like to require a bond to be posted when hiring contractors who will be cutting the streets. He is concerned with the roads budget; \$300,000 a year is not enough to properly maintain our roads.

Selectman Williams said he would like Mr. Branscombe to research our authority on that. Selectman Fish said that the City of Manchester recently won a case against Eversource on this.

PUBLIC COMMENTS

Ruth Smith joined the table and wanted to ask for clarification: Does the Select Board have the authority to appoint a Deputy Treasurer? Chairwoman Boissonnault said No.

Darren McGettigan of 68 Maple Street said that he had sewer work done through Jason Weatherbee in May or June and there was a 4 x 4 cut by the manhole cover, and that hasn't been

touched. He said that Jason Weatherbee did do a good job but the fill has eroded, and there is a good size divot. He's concerned that it hasn't been repaved.

Nikki Andrews said about a week ago she found a huge divot on Curtis Farm Road.

DJ Garcia said that he would like to offer his opinion on the change of tax rate. He did some research and Wilton is in the top 25% in the state for tax rate. He feels it's a scary precedent that we're setting. He feels that the economy right now is good, but in another 5 years there could be a turn. DJ Garcia said that he will be running for Town Treasurer next year.

In December both Christmas Eve and New Year's Eve fall on Mondays. Chairwoman Boissonnault asked if we wanted to skip the meetings or move them to another date. Selectman Williams did not want to go 3 weeks without a meeting. It was suggested to have one on December 21st at 3:00 PM to do the encumbrances. We will have the next meeting on Wednesday, January 2nd at 6:30 PM, and then return to our Monday night schedule on January 7, 2019.

Jane asked for confirmation on the tax rate: it will be \$28.76 not \$28.78.

Jane asked about the groundbreaking of 19 Pleasant Street. **Selectman Williams moved to abate the taxes of \$18,486.04 currently charged against the Town of Wilton for the property at 19 Pleasant Street. Chairwoman Boissonnault seconded. All were in favor; motion passed.**

A resident who is a 100% disabled Veteran wanted to know if the Board would consider moving forward to increase the Vet discount. Chairwoman Boissonnault said her opinion was that it would be a good idea. Selectman Fish thought it was a cap of \$4,000. Selectman Williams said we could pick any number between where we are now and the cap. Chairwoman Boissonnault said to bring the information forward and we will put it through as a Warrant Article.

Jim Cutler said he had a message from Chief Olesen regarding internet security. CJIS is the program that he was trying to remember the name of. He asked about the Impact Fees and if there was a stipulation on how they are spent. Selectman Williams said that the impact fees need to be spent on capital investments, and he would like to propose that the Fire portion of those be spent on the bond. Selectman Fish said he thought it would need to be spent on either fire trucks or the building. Mr. Branscombe will look into the amount of the impact fees for Chief Cutler.

Chairwoman Boissonnault reminded all about the MACC base meeting on the 14th in Milford. Expectations for this meeting were discussed.

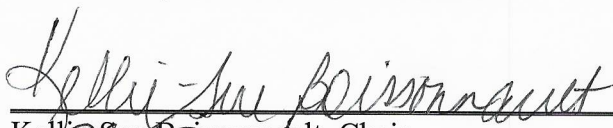
APPROVALS: MINUTES, MANIFESTS AND ITEMS IN THE SIGNATURE FILE

The Board reviewed and approved the Payroll and Checks manifests, Minutes, and Correspondence.

Selectman Williams moved to adjourn. Selectman Fish seconded. All were in favor; motion passed. The meeting adjourned at 8:29 PM.

Respectfully Submitted:

Janice Pack, Administrative Assistant



Kelli Sue Boissonault, Chair



Kermit R. Williams



Matthew S. Fish