

TOWN OF WILTON
SELECT BOARD MEETING
WILTON FIRE STATION – TRAINING ROOM

Date: Monday, September 10, 2018
Time: 6:38 P.M.
Place: Wilton Fire Station – Training Room
Present: Chairwoman Kellie-Sue Boissonnault, Selectman Kermit R. Williams, Selectman Matt Fish,
Town Administrator Paul C. Branscombe, Finance Officer Debra Harling (taking minutes), .

Chairwoman Boissonnault opened the Select Board's meeting immediately after the Public Hearing ended at 6:38 PM.

CONSENT AGENDA: Selectmen Williams moved to approve the Consent Agenda, which contained the signing of the A/P Manifest and Payroll Manifest on September 4, 2018; Selectman Fish seconded. All were in favor, motion carried.

Chairwoman Boissonnault issued an apology to Tim Broderick regarding her remarks on the video from the surplus property bid reading that he had played.

NEW BUSINESS:

RYAN COURTENAY, Wilton Wanderers – Mr. Courtenay introduced himself as the Trail Master for the Wilton Wanderers Snowmobile Club. Mr. Courtenay stated that on September 30, 2018 from 10 am to 12 pm the Snowmobile Club will be having a clean-up day in the Garwin Falls area for snowmobile trail maintenance. Mr. Courtenay informed the Board that it would be easier for the volunteers involved in the clean-up to park on the road and requested that the Police not ticket the volunteer that day. Mr. Courtenay would have signs for the volunteers to put in their windows to indicate that they are there for the clean-up. No decision was made at this time on Mr. Courtenay's request. Chairwoman Boissonnault said that the Wilton Wanderers work with the landowners to maintain the snowmobile trails and more use from outside sources could cause the snowmobile trails to be closed. Selectman Fish made the statement that the town is supportive of the Snowmobile Club.

HARRY DAILEY, WLC School Board – Mr. Dailey addressed the issue of people parking at the High School and then going to Horseshoe Pond and/or Garwin Falls. Mr. Dailey said that this has become more of an issue and staff has had to patrol the grounds and pick up trash, sometimes 3 to 4 trash bags full. Mr. Dailey requested that the town not encourage or suggest use of the High School for parking for either Horseshoe Pond or Garwin Falls. Mr. Dailey also stated that the School District would like to work with the town to alleviate this problem. Selectman Williams commented that it is not just this summer that people have used the High School parking. Mr. Dailey said that the problem has increased.

CARY HUGHES and DAWN TOUMALA, Budget Committee – Mr. Hughes had a memo from the Budget Committee which he read into the record. The Budget Committee is requesting that "the Select Board discontinue approving capital expenditures that were not approved at Town Meeting and not approve operating fund expenditures of \$5,000.00 or more that were not approved at Town Meeting until such requests are reviewed by the Wilton Budget Committee". Chairwoman Boissonnault asked Mr. Hughes how things had been handled in the past. Mr. Hughes explained that the Select Board would inform the Budget Committee of an issue and the Budget Committee would work with the Select Board on a solution.

There was discussion on how to include the Budget Committee but it was agreed that the Select Board makes the ultimate decision. Discussion occurred about the ambulance budget and the incidents and decisions that occurred which lead to the memo from the Budget Committee. One incident was the purchase of the fast response vehicle for the ambulance. Another is the UTV for the Fire Department. It was explained that the UTV is on loan to the Fire Department, and the Fire Department is in the process of applying for grants to purchase the UTV. The Budget Committee is asking to be included in the discussion and would like to help find solutions to problems. Ms. Toumala spoke about the leasing of capital equipment, and thinks the town going down the wrong road. Ms. Toumala said that the conversation about lease vs purchase will need to occur with the CIP Committee.

Ms. Toumala submitted a proposed schedule of meetings for the Budget Committee to begin working on the 2019 budget. This schedule may be subject to change. Harry Dailey came forward as a member of the Budget Committee and spoke about how the tax rate is set and the use of undesignated fund balance that is used to lower the tax rate. Mr. Dailey is concerned about expenditures eating up the undesignated fund balance so that it would not be available to lower the tax rate.

JENNIFER BECK, Wilton Conservation Commission (WCC) – Ms. Beck gave a briefing on how the WCC has been looking at water resources, especially Horseshoe Pond, the Reservoir, and Garwin Falls over the past few months. Ms. Beck gave the Board printed presentation and highlighted some of the concerns and options looked at by the WCC. The WCC thinks there are three options: 1) do nothing; 2) wait for residential development; 3) purchase and conserve the lands in question. The WCC is suggesting a scenario analysis of the costs of each option and would like to come back to the Select Board with more data. The WCC would like to link the three properties. There was discussion about including parking areas if the properties were purchased.

JENNIFER BECK, Wilton Economic Development – Ms. Beck spoke about Riverwalk, Phase II. Warrant article #24 of the 2018 town warrant authorized \$13,500.00 for design options. The ED Committee used the competitive bid process and received bids from two vendors, Ironwood and GPI. The ED Committee is recommending the project be awarded to GPI. Selectman Williams moved to instruct the Town Administrator, Paul Branscombe, to contract with GPI for the design project for the Riverwalk, Phase II; Selectman Fish seconded. All in favor, motion passed.

JEFF STONE, Tremont Street – Mr. Stone read a letter to the Board into the record regarding dead wood falling from trees on private property onto Tremont Street. Mr. Stone stated that this is a walking and driving route to the elementary school as well as a residential area. Mr. Stone is requesting the Select Board take the lead in notifying the public and working with the landowners to solve the problem. Selectman Williams suggested that the DPW Director be requested to look at the properties in question and advise the Select Board on what should be done.

LETTER FROM BRENDA CREIGHTON, Captain Clark Highway – A letter from Ms. Creighton regarding the condition of Captain Clark Highway was read into the record. Kathy and Ron Swisher came forward and spoke to the Board about their concerns and safety issues. Ms. Swisher commented that there had been a promise around 2011 and again around 2014 to pave Captain Clark Highway. Selectman Williams explained about the paving budget and the plan on maintaining roads. It was suggested that the DPW Director look at the road and report back to the Board. Mr. Branscombe informed the Board that the DPW Director had been made aware of Ms. Creighton's letter and had gone to look at the road. Chairwoman Boissonnault read from an email recently received from the DPW Director regarding his initial findings.

Colleen O'Neal came up and spoke about Captain Clark Highway. Ms. O'Neal suggested that there is something else going on as Potter Road was recently repaved, but the last six residents on Captain Clark Highway are not on a paved road. Ms. O'Neal mentioned the amount of taxes paid and stated that the residents on this road want the road paved. Selectman Williams explained that the tax bill is made of three parts – Local, County, and School. Selectman Williams also explained that paving a road that has never been paved is much more expensive than maintaining a road that is already paved. The residents stated that they want this road paved.

FINANCIAL PROCEDURES – The Board reviewed the financial procedures submitted for approval. Payroll – Selectman Williams spoke about the conversation to change the pay date from Wednesday to Friday. Selectman Williams suggested that the Board decide on whether to change pay date before implementing any payroll procedures. Discussion about the transfer of funds from the operating account to the payroll account was discussed. The Finance Officer will contact the Dept. of Labor to obtain specific information on what needs to be done, who should be notified, and how much time for notification. It was also suggested that the difference between exempt employees and non-exempt employees be reviewed. Tom Schultz, Burton Highway, spoke as the spouse of a town employee and stated that they like being paid on Wednesday.

Accounts Payable Processing – Selectman Williams informed the Board that the Treasurer is not happy with this document, he feels like he is being given orders. Chairwoman Boissonnault said that she had contacted the NHMA for clarification regarding the setting of policies. She was referred to RSA 41:9 VI. There was discussion about working with the Treasurer. Selectman Fish suggested that the Auditor, Tamar Roberts, be asked to write up policies for the Board and the Treasurer to review.

Stale Dated Checks – Selectman Williams suggested changing the way this is written in regards to checks being considered stale dated at 90 days. Selectman Williams made the comment that the bank has the final determination on whether they will process a check after 90 days or even six months.

Returned Check Policy – the Board suggested a communication strategy be set up to communicate this policy to anyone who writes checks to the town.

The Board will review these policies again at a later date. It was determined that they should be adopted at the same time rather than adopted piecemeal.

PUBLIC COMMENTS:

Harry Dailey, Abbot Hill Road, offered comments and suggestions to the Board to try and shorten the meetings. Mr. Dailey suggested that the Board list on the agenda what items make up the “consent agenda”, rather than reading what items are being approved on the “consent agenda”. Mr. Dailey also suggested that copies of items the Board will be acting on be available for the public to look at so that each item would not need to be explained in full.

Ralph Bushman, Sand Hill Road, asked about the letter of deficiency on the reservoir dam.

Deb Mortvedt, Badger Farm Road, asked about the bid for phase II of Riverwalk. Ms. Mortvedt stated that the warrant article approved \$13,500.00 but the Board did not mention the amount of the approved bid. Ms. Mortvedt was informed that the approved bid is not higher than the amount approved at Town Meeting.

Tim Broderick, Gibbons Highway, appreciates the apology given by Chairwoman Boissonnault. State that the Board needs to follow procedures and he hopes that the Board follows up on creating a bid policy.

Selectman Fish suggested having a few copies of the documents the Board will be reviewing available on a table for the public to look at either before or during the meeting.

Selectman Williams spoke about citizens expressing the idea that public comments should be allowed earlier in the meetings.

Chairwoman Boissonnault suggested going back to weekly meetings. The Board agreed to return to weekly meetings.

Discussion about when public comments should be allowed during meetings. Chairwoman Boissonnault will leave them at the end of the new business portion for the present time.

OLD BUSINESS;

COUNTY FARM ROAD BRIDGE PROJECT – The DPW Director would like the Board to schedule a public hearing for an emergency lane. Selectman Williams made the motion to hold a public hearing regarding an emergency land on Monday, October 1, 2018, at 6:00 pm; Chairwoman Boissonnault seconded. All in favor, motion passed.

SELECT BOARD POLICIES – These were emailed to the Select Board, due to internet issues some members did not receive them in time to review. This item will be scheduled for September 17, 2018.

CREDIT CARD POLICY – Mr. Branscombe stated that the Board had approved the credit card policy. As of this date the Treasurer has not ordered credit cards for the Department Heads. Mr. Branscombe has authorized two Department Heads to put purchases on their personal credit cards. There was discussion about the need for town credit cards. Selectman Fish stated that the Board needs to address the issues with the Treasurer and suggested a work session with the Treasurer to work with him on financial policies and procedures.

Ruth Smith came forward and stated that the town needs a credit card policy.

TOWN ADMINISTRATOR UPDATES:

CivicLive Website – Passwords and user authorizations have been given out through the SB office.

Ambulance Inter-Municipal Agreement – The Town of Lyndeborough has approved, waiting to hear back from the Town of Temple.

Habitat for Humanity – The MOU will be given to the Select Board on 9/17 for signature and then the Select Board will elicit the comments and recommendations from the PB and CC following which public hearings will need to be held.

IT – Kevin Verratti from SAU 63 met with the TA and AA on Friday, August 31, 2018. Mr. Verratti will speak to the School Principal before advising on the next steps.

Prosecutor Agreement with Mont Vernon- Chief Furlong had agreed with the previous PD Chief that it would be a 3% increase. The Select Board will need to sign the agreement.

Assessor Contract – The Director of the DRA came to Wilton to discuss Todd's contract.

Mr. Branscombe asked the Board who the town's ADA coordinator should be – the TA or the Building Inspector. The Board was in agreement that the Building Inspector should be the ADA coordinator.

SELECT BOARD ITEMS:

None at this time

NON-PUBLIC UNDER RSA 91-A:3, II (b)

Chairwoman Boissonnault made a motion to enter Non-Public Session at 9:22 PM; Selectman Williams seconded. All were in favor, motion passed.

Chairwoman Boissonnault made a motion to exit Non-Public Session at 10:09 PM; Selectman Williams seconded. All were in favor, motion passed. It was agreed that the minutes did not need to be sealed.

NON-PUBLIC UNDER RSA 91-A:3, II (a)

Selectman Williams made a motion to enter Non-Public Session at 10:09 PM; Chairwoman Boissonnault seconded. All were in favor, motion passed.

Selectman Williams made a motion to exit Non-Public Session at 10:22 PM; Selectman Fish seconded. All were in favor, motion passed. It was agreed that the minutes did not need to be sealed.

NON-PUBLIC UNDER RSA 91-A:3, II (c)

Chairwoman Boissonnault made a motion to enter Non-Public Session at 10:22 PM; Selectman William seconded. All were in favor, motion passed.

Chairwoman Boissonnault made a motion to exit Non-Public Session at 10:25 PM; Selectman Fish seconded. All were in favor, motion passed. Chairwoman Boissonnault made a motion to seal the minutes of the Non-Public Session due to reputation of someone other than a member of the Board; Selectman Fish seconded. All were in favor, motion passed.

Public Session resumed at 10:25 PM

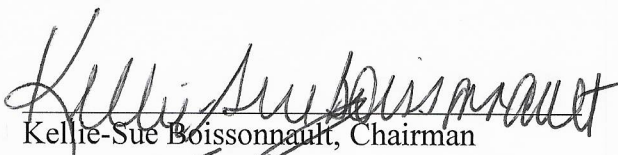
APPROVALS; MINUTES, MANIFEST, SIGNATURE FILE

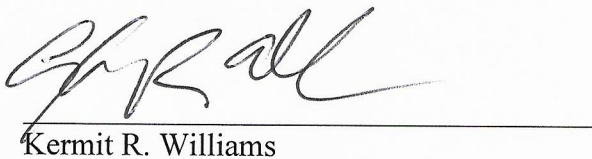
The Board signed manifests, minutes and other documents. Selectman Fish made a motion to seal the minutes of the August 27, 2018 Non-Public Session, Selectman Williams seconded. Selectmen Fish and Williams voted in the affirmative; Chairwoman Boissonnault abstained, motion passed.

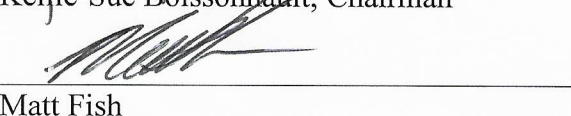
ADJOURNMENT:

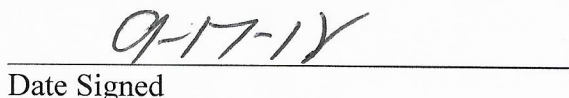
Selectman Fish moved to adjourn this meeting, Selectman Williams seconded. All were in favor; motion passed. The meeting adjourned at 10:52 PM. The next meeting will be held on Monday, September 17, 2018 at 6:30 PM.

Respectfully submitted;
Debra Harling,
Finance Officer


Kelli-Sue Boissonnault, Chairman


Kermit R. Williams


Matt Fish


Date Signed