

TOWN OF WILTON

SELECT BOARD MEETING

TOWN HALL COURTROOM

DATE: Monday, September 17, 2018
 TIME: 6:30 pm
 PLACE: Wilton Town Hall
 PRESENT: Chairwoman Boissonnault, Selectman Kermit R. Williams, Selectman Matt Fish,
 Town Administrator Paul C. Branscombe, Administrative Assistant Janice Pack

CALL TO ORDER – ROLL CALL: Chairwoman Boissonnault opened the Select Board meeting, and invited all to join her in the Pledge of Allegiance.

NEW BUSINESS:

HABITAT FOR HUMANITY - MOU – Scott Slattery and Debra Chisholm joined the table to review the Memorandum of Understanding, which has been approved by Legal and is ready to sign. Mr. Slattery thanked the Select Board and the Town of Wilton for all they have done to get to this point. Selectman Williams said that he hopes there will be a ribbon cutting when the home is finished. Mr. Slattery said they have a Key Ceremony with all the pomp and circumstance. He noted that Mr. Branscombe has volunteered to sit on the Family Selection Committee.

Selectman Fish asked how to direct those who want to volunteer and Mr. Slattery said to have them contact him. A Public Hearing will be held next and then the deed will be transferred. Mr. Slattery said that the MOU will allow them to move forward to apply for grants and available funds. Selectman Fish asked how it would work with any deed restrictions, and if the family selection would occur before the deed was transferred. Mr. Slattery said he would need to research that. Selectman Fish said that the only deed restriction he can think of would be to offer it to a Wilton family first. Selectman Williams said he wouldn't expect that to be a deed restriction, as that could be problematic if the house was resold at a later date.

The MOU was signed by the parties present. Selectman Fish asked if they ever set up a Facebook page for the build. Mr. Slattery said they had not done that in the past but they'd be happy to do that. Selectman Williams asked if they would plan to attend the Public Hearings, and Mr. Slattery said Yes. **The Public Hearing was scheduled for October 15th at 6:00 pm.**

EMERGENCY MANAGEMENT DIRECTOR – Chairwoman Boissonnault called Dave Boissonnault to the table. Mr. Branscombe referred to his email to the Select Board which summarized Mr. Boissonnault's appointment. This was started back when Scott Butcher was the Town Administrator and Mr. Branscombe is pleased that it is coming to fruition. Mr. Branscombe noted that the \$1100 in the EMD budget line will need to be increased. Mr. Boissonnault gave some details of his experience, training and skills. Selectman Williams said that the biggest detail for the EMD is to update the plan, which has not been updated in quite some time. Mr. Branscombe asked if the Select Board would like him to be the Deputy, which he has done in the past. **Selectman**

Williams moved to appoint Dave Boissonnault as Wilton's EMD. Selectman Fish seconded. All were in favor except Chairwoman Boissonnault who abstained (2-0-1). Selectman Williams moved to appoint Mr. Branscombe as the Deputy EMD; Selectman Fish seconded. All were in favor (3-0); motion passed.

PUBLIC COMMENTS – Ralph Buschmann, 123 Sand Hill Road, said he wanted to comment on the parking situation at Garwin Falls. He has now observed people parking on his property and wants the Select Board to authorize parking signs on his portion of Sand Hill Road. Chairwoman Boissonnault said that would need to be added to next week's agenda, and directed him to check with Mr. Branscombe.

Jeff Stone of Tremont Street said that he has reviewed parts of meetings on Live Stream that he has been unable to attend in person. He said that on his screen, less than a ¼ of the shot is the view of the action. He asked if the camera could be zoomed in to enable folks to see people more clearly. A microphone should be placed on the table to enable home viewers to hear more clearly.

Chairwoman Boissonnault asked Mr. Branscombe to check into that. Selectman Williams said when the system was installed, he had long discussions with the installer who said that there was no mechanism for zooming in, but the microphone issue might be able to be addressed. The installer had suggested some sort of PA System.

OLD BUSINESS

DPW DIRECTOR, JIM LAVACCHIA UPDATES – Jim began with Captain Clark Highway. He has been there several times, and agrees that there are numerous issues (poor sightlines, dips, areas of overburden, wetlands, etc.) and he has put together a cost estimate of what it would take to bring it up to "modern standards". He said about \$261,000 is his estimate to include reworking the part of the road already paved, widening other areas and including roadside drainage. Mrs. Swisher had told the Board that she had received information saying that this was supposed to have been paved previously. Jim said that he does not have anything in writing confirming that. He said that some preliminary work had been done before he came to Wilton, but the cost to proceed further was prohibitive. Selectman Williams said that he felt the numbers were low. Jim said that he is very confident in his asphalt numbers, but the general construction numbers could be low; without getting an engineer out there his numbers are just a guess. Selectman Williams said he'd hate to put this into the budget and then have the numbers come in much higher.

Chairwoman Boissonnault said that her concern was that several families had come in previously but she would want to be sure that all of the families on the road felt the same way. Selectman Fish said that we needed to back up and take a common sense approach to renovating our roads. We live in an area where dirt roads are a reality. He feels this should be brought to the voters as it looks like we'd be putting our entire paving budget into one road.

The Select Board discussed the best way to approach this. They looked at the paving plan that Steve Elliott had been working on, which was still a work in progress.

Next, Jim spoke about the MS-4 permit. He is working on a Notice of Intent which is required by EPA to notify that we will be discharging Stormwater; this needs to be filed by October 1st. He

noted that we are having another meeting on this tomorrow to discuss who is responsible for what. He said that Mr. Branscombe will be signing the NOI as the DPW Director is not allowed to.

Next, regarding County Farm Road, he has spoken to Mr. ~~Rodell~~^{Roedel} regarding the easement. Meridian is working on easement plans and delineating the wetlands. Jim will need to work in the wetlands to cut the trees down. After the hearing for the emergency lane, he will work with Alex Jordan to do some tree cutting. He is working on the DES Permit. Selectman Fish asked if there was a budget for wing wall work; Jim said there is \$104,000 which was voted on last year to spend on this project.

Regarding Tremont Street, Jim said that there are plenty of dangerous trees hanging over that street; however, they are on private property. The courts have said that if a property owner is aware of a situation then they can be held liable if anything happens. We are not legally allowed to take any tree over 4.83" from private property without notifying the landowner first. He sees the concern, as the trees are dead, and recommends notifying the owner; he's not sure how this should be addressed as we are already over budget on contract services this year. Selectman Fish said this could set a precedent that could be abused. Jim and Mr. Branscombe will work together on a letter to the property owners. Jeff Stone joined the table to provide a better description of the trees and the danger they pose; he said there are multiple property owners involved.

Regarding the letter of deficiency for the dam, Jim shared a letter from H. L. Turner which said that the dam does meet the 100 year storm requirement which is good news. He is still trying to get this off the public water supply list. Selectman Fish asked that Jim cc the Planning Board on this correspondence.

Selectman Williams reviewed the paving schedule which will be posted.

Regarding Stagecoach Road Bridge, the '3 ton bridge ahead' signs have been put up. Jim plans to do a little bit of brush clearing to increase visibility. There has been discussion on truck restrictions, and he wonders if an ordinance would need to be passed to prohibit thru trucking. Selectman Williams said he thought it would. Jim said that legally he couldn't even plow that bridge in the winter because of the restrictions. He is still waiting to see the latest bridge report. Selectman Williams asked if we were still in the process of closing the bridge. Mr. Branscombe said that after the Public Hearing we were waiting for DOT to come out; he has reached out to them and we are still waiting. Selectman Williams thinks No Thru Trucking would be a suitable ordinance to pass. Selectman Fish felt with a 3 ton limit there would be no trucking allowed anyway. Chairwoman Boissonnault charged Mr. Branscombe to continue trying to get in touch with the DOT.

Regarding Nelson's Candy Store, Jim said that he thought when we last discussed this, Selectman Fish thought we should bring this before the voters. Chairwoman Boissonnault asked if we needed to come to an agreement with Nelsons or if the Town was to shoulder full responsibility and file with our insurance company, which would indicate neglect. Selectman Williams said we should look for a less expensive fix. Jim said that if this is something we decide to move forward with, he would put it out to bid. There was a discussion of alternative ways to correct the problem, but Jim was convinced that the entire area would need to be filled. He said it may be an expensive solution, but he felt it was the best solution. Chairwoman Boissonnault said this should

go before the Budget Committee. She asked why not file an insurance claim. Selectman Williams said he would be very surprised if the insurance company would be willing to pay for it.

Selectman Williams asked about King Brook Road. Jim has reached out to Holden Engineering numerous times, both by phone and email, but has not gotten a response. Holden has to schedule a meeting with DES and they have not yet done so. Selectman Williams suggested going to DOT about this, but Jim said that they are working for us, not DOT. Selectman Williams will talk to DOT.

Selectman Williams said that regarding the Wilton sign he wondered what our next step would be. Jim said he is trying to assist Jennifer Beck with this project, but that she should be here for that discussion.

Selectman Williams asked if things had been arranged in the DPW garage to put the jetter in a better place. Jim said the machine will be inside before the first freeze.

CEMETERY SHED – Mary Ann Shea came to the table to discuss the Cemetery Shed as Steve Elliott had still not arrived. There is a shed at Laurel Hill Cemetery that they don't have access to since Steve Elliott does not have the key. She said they don't necessarily need a key to keep, but they need access to a key. Chairwoman Boissonnault said that she understood that Brian Adams was previously a Trustee and a DPW employee, as was Steve Elliott. Chairwoman Boissonnault asked why the Trustees would need access in lieu of the DPW. Mary Ann said it would depend on how responsive the DPW was willing to be. Jim said he had a conversation with Steve Elliott 2 weeks ago which clarified what the Trustees were trying to accomplish and why they needed access to the tools in the shed.

Selectman Fish said that when he spoke to Steve Elliott he was told that the decision had been made by the past Select Board that the Trustees didn't need to have a key. He doesn't understand why the Trustees shouldn't have a key. Jim said that there had been questions as to who was doing what. The DPW wasn't sure of the established protocol now that there is no one who is working for both the DPW and the Cemetery. Selectman Williams liked the idea of a key being available at the Town Hall for the Trustees to use. Jim said that would be fine, but what if the key is needed on the weekend? Selectman Fish said it's silly that town volunteers can't have a key; he thinks it's petty. Selectman Williams said we should provide them access to a key. Chairwoman Boissonnault charged Jim to work with Steve on this and to provide Mr. Branscombe with the solution they work out.

TOWN ADMINISTRATOR UPDATES

New Website – This is moving right along; passwords are being given out and this will be discussed more in the department head meeting tomorrow.

Inter-Municipal Ambulance Agreement – Because the building is leased to the Association, there has been a slight hic cup; it is expected to be resolved soon.

ADA Coordinator - Norma Ditri, the Building Inspector, has been appointed the new ADA Coordinator.

Utility Bills – The Administration staff would like permission to pay routine utility bills without prior approval from the department heads. Chairwoman Boissonnault thought that this had been agreed on previously. Selectman Williams agreed that it had been done that way before. There was a consensus that this was fine with the Select Board.

MACC Base – Mr. Branscombe is trying to set up a meeting with Chief Furlong of Mont Vernon

Personnel Policy Committee - The first meeting will be this Thursday at 9:00 am. PRIMEX has given us some suggestions on how to make updates to our Policy.

Mr. Branscombe said that at Harry Dailey's suggestion we had made copies of the items that the Select Board would be discussing tonight. He will make them available in the Select Board office as well if anyone wants to look at them before the next meeting.

APPROVALS: MINUTES, CORRESPONDENCE, SIGNATURE FILE

An Intent to Cut was signed, and the Payables and Payroll Manifests. Selectman Williams asked if we had received a copy of the complete local ordinances. Mr. Branscombe said that Kelly St. Pierre is working on assembling the book.

Chairwoman Boissonnault requested a separate Payroll folder for the manifest.

SELECT BOARD ITEMS

Selectman Williams asked Jim what he knew about the School Road from a DPW responsibility perspective. Jim said that the Town plowed that road, and to the best of his knowledge there is an auto-renewed contract for that. Selectman Williams said we should find out more about this, check with Primex, and inquire if the police are patrolling it as part of their tour of the town. Selectman Williams wonders if we should accept that road as a town road. Selectman Fish thought that in view of school safety, that would be a good idea.

The Select Board discussed GIS mapping and NRPC.

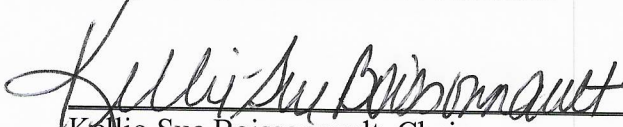
Changing the pay date for employee payroll checks was discussed. Mr. Branscombe said he will be discussing this with Bill Chalmers tomorrow when he comes in. Chairwoman Boissonnault was against changing the pay day simply to accommodate the Select Board. Selectman Williams said that most entities don't do payroll in just 2 days. Chairwoman Boissonnault said that she does want Janice to begin doing the payroll.

ADJOURNMENT

Selectman Fish moved to adjourn this meeting, Selectman Williams seconded. All were in favor; motion passed. The meeting adjourned at 8:47 PM.

The next meeting will be held on Monday, September 24, 2018 at 6:30

Respectfully Submitted:
Janice Pack, Administrative Assistant



Kellie-Sue Boissonnault, Chair



Kermit R. Williams



Matthew S. Fish