

# TOWN OF WILTON

## SELECT BOARD MEETING

### TOWN HALL COURTROOM

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DATE: Monday, December 3, 2018  
 TIME: 6:30 PM  
 PLACE: Wilton Town Hall  
 PRESENT: Chairwoman Kellie-Sue Boissonnault, Selectman Kermit R. Williams, Matthew S. Fish, Town Administrator Paul C. Branscombe, Administrative Assistant Janice Pack

Chairwoman Boissonnault opened the meeting and did the Roll Call. She invited everyone to join her for the Pledge of Allegiance. All observed a moment of silence in honor of our past President George. H. W. Bush.

#### NEW BUSINESS

Mr. Branscombe asked the Board to accept the resignation of our DPW Director Jim Lavacchia. **Selectman Williams moved that the Board accept the resignation of Mr. Lavacchia. Chairwoman Boissonnault seconded. All were in favor; motion passed.**

**Town of Wilton Overtime Policy** - Mr. Branscombe invited the members of the Highway Department to join us at the table. Brian Adams, Kenny Pellerin, Steve Brunelle and Matt Hall introduced themselves. He noted that the List Serve from different communities was polled for a detail of overtime policies, and that we currently have a Personnel Policy Committee in place which is reviewing and revising some of the current policies which were put in place long ago. Mr. Branscombe feels that the overtime policy in particular needs to be addressed now. He said that the hours worked on Thanksgiving were emergency hours, as the DPW was called out to sand during the fire; a situation that could not have been predicted. The Board has the absolute right to amend the policy at any time. Mr. Branscombe is asking the Board to revise the "40 hours WORKED" to read "40 qualifying hours accrued". Selectman Williams said that the holiday pay could be considered but he didn't think that the vacation time could be included. However, Matt mentioned that at the end of the year when the highway department might still have accrued vacation time to use, those hours should be included as well. Selectman Fish agreed that they should not be penalized for taking vacation time; that is something that's earned and should be included as well. Chairwoman Boissonnault said she had seen exception policies for DPW and Police common in some of the other towns. Selectman Williams is in favor of structuring this so that they are not penalized for an unanticipated event. The Board agreed that they would get this rectified before Christmas.

Mr. Branscombe noted that he had also spoken to the four DPW workers regarding the departure of Jim Lavacchia. They had discussed hiring someone to work at the Recycling Center who also had operator experience and would handle the seasonal cemetery work. He said that we'd had a large budget salary item with no one there at the Recycling Center. Selectman Williams asked Brian if he remembered when the DPW and Recycling Center were separate, and he did; he said part of the reason for combining them was to take the load off of the Select Board from doing all of the paperwork. He agreed that it should be a thing of its own, with someone there to concentrate on the paperwork and the markets. Selectman Williams said it made sense as it would cut down

on the budgets for both departments. Selectman Fish said he'd like to review this further. Matt Hall said that he's done paperwork and budgeting previously, and Brian had done Road Agent work, so they were qualified to do the necessary paperwork. Selectman Williams said that we'd need to sure that we were able to separate the charges by department.

**Town of Wilton Investment Policy** – Mr. Branscombe handed out the Investment Policy that had been crafted earlier. He thought it was still a bit premature as we had nothing to invest. We will put this on the agenda to discuss next week.

Chairwoman Boissonnault announced that the Board will be opening the meeting in Milford next Monday night, as they are going before the Milford Select Board at 5:40 PM, and would reconvene here afterwards.

PUBLIC COMMENTS – There were none at this time.

#### OLD BUSINESS

**Stage Coach Road Bridge** – Mr. Branscombe said that his choice was the same as Jim Lavacchia's – Hoyle, Tanner & Associates. Chairwoman Boissonnault said that was also her first choice. Selectman Williams and Selectman Fish also picked Hoyle & Tanner, so the decision was unanimous. **Selectman Williams moved to accept Hoyle, Tanner & Associates for the Stage Coach Road Bridge project as engineers. Selectman Fish seconded. All were in favor; motion passed.** Mr. Branscombe will let them know, and see when we can get them in here to do a presentation.

Selectman Williams asked if we should make a change in the King Bridge Road project management as Holden had not been very responsive; Mr. Branscombe mentioned that he had called Jim today to follow up. Selectman Williams said we hadn't heard from them in almost 6 months. Selectman Fish asked if we had a contract with them, and Mr. Branscombe said that we did and he would review it to see what our options were.

**RFP for Audit Services** – Mr. Branscombe distributed the 4 packages received. The low bid was Melanson Heath, who Mr. Branscombe said had "a sharp pencil". Selectman Williams would like to have an opportunity to interview a member from each team. Mr. Branscombe said we should do that soon. We can invite one company in on the 10<sup>th</sup>, and then hold a work session at 5:30 PM on the 11<sup>th</sup> for 2 others. It was decided that we did not need to interview Tamar, who will be in here presenting our 2017 Audit on December 17<sup>th</sup>. Mr. Branscombe will reach out to the other 3 companies.

**RFP for IT Services** – Mr. Branscombe said we had received quotations from Allan Treadwell of Twin Bridge Services and from Alexis Pittman of Computer Haven. He also handed out a "to date" expense of what had been paid to RMON. Selectman Fish said it was difficult to compare IT Services and wondered if we should ask Frank Edelblut to put a second set of eyes on this. Mr. Branscombe said that he had met with both of them, and he was very impressed with Allan Treadwell; all he does is municipalities. Selectman Williams said he would like to interview both companies.

Jennifer Beck suggested that we reach out to the School; we noted that we had and were told that they could not take us on at this point.

It was noted that the Budget Committee needs the Select Board to make decisions so budgets can be finalized. Chairwoman Boissonnault and Selectman Williams said they could be available on the 13<sup>th</sup> or 14<sup>th</sup>. Mr. Branscombe will work on setting up appointments.

**Street Opening Permit Ordinance** – Selectman Fish asked if we could hold this off until it can be reviewed further. Brian Adams joined the table to discuss this. Selectman Fish said that they wanted to have contractors do the work correctly and have a bond to insure that. Brian thought it definitely needed to be discussed, especially when it's an old road that doesn't get fixed properly. It can also be an issue with sidewalks. The patch on Dale Street was discussed.

**Road Acceptance Policy** – This will be tabled until the 10<sup>th</sup>.

**Tax Relief Incentive – RSA 79E** – The application will need to be revised again. Jennifer Beck joined the table to discuss this. The intent was to upgrade downtown commercial properties that had benefit for the town. She wanted to be sure that we were being consistent with what we proposed to the town when we did the warrant article, and that we used the map that the Planning Board created so that it stipulates the area affected – the “Village Area”. Selectman Williams confirmed that we weren't locked into a particular area as long as they met the other requirements.

**Urbanized Shoreland Protection Exemption** – Selectman Fish said that the Planning Board has been waiting for this to move forward; there could be unintended consequences for “slow-walking” this. Selectman Williams said it has been around for years, and it isn't intended for people who want to build a shed who live close to the river. He said we don't necessarily get this; we have to apply for it. <sup>and be approved.</sup> He sees no need to rush. Selectman Fish said the Planning Board is concerned. This is a river town, with two protected rivers, and if any of our major employers were to initiate a project that would have a benefit, and we had been “asleep at the switch” on this, no one would benefit from it. He feels that we have a litany of major companies that could get caught up in this; we've been sitting on this for almost a year now. Chairwoman Boissonnault said she thought we were going to move forward with an application on this previously, and asked why we keep pushing it off.

Jennifer Beck said she wants to fully understand what this means long term to the Town. She wants to evaluate a number of grant sources for this as well. The Downtown Commercial District Ordinance that the sub-committee is working on is not far enough along to know the implications of this. She feels this is close to the MS-4 that we'll be working on, too, and perhaps we can combine funding. She mentioned discussions they've had with TDS recently. It's not an ideal location for them and they are looking at additional properties. She is concerned that the Stimson Building would be torn down and replaced with a metal building, and she would hate to see that. She said there is more work to be done on this. Selectman Fish said he'd ask again in another 6 months.

**Select Board Stipend for 2019** – Mr. Branscombe has given the Board a comparison chart of other Town's stipends. Selectman Fish said when he reviewed this, he found it shocking to see the disparity between the Towns. He feels that for a Town the size of Wilton, the stipend should be \$4,000. Anyone coming in to do this work is giving up a lot of their time. He thinks perhaps the Chair should receive even more than the other Board members. Selectman Williams said he agreed; “if we do our job well, it is a lot of time”. From looking at bids and deciding which services to procure to special discussions to other meetings, it does take a lot of hours. Chairwoman

Boissonnault said juggling commitments is hard and it does take a lot of time, but she did give her commitment to the town to be available 24/7. While she agrees that she would like the stipend increased, she wonders about the timing with the residents' taxes already being increased. Selectman Fish said that this would be sticking up for future Select Boards, too, and making sure that they are fairly compensated. He said that the amount of money that this Board has actually saved the town should be considered, too. **Selectman Fish motioned that the Selectmen stipend be increased to \$4000 annually per member, and \$4500 for the Chair. Selectman Williams seconded. All were in favor; motion passed.**

**COLA** – Mr. Branscombe said that the List Serve responses are anywhere between 2% and 3%. This year we will offer a COLA, and then we will do a merit increase after an evaluation in August for the following year. He said that 2.5% seems to be the norm. Selectman Williams said that over the year we have made a lot of adjustments, including what we've done here tonight. He agreed that if we're going to do an across the board increase, he'd go with the COLA. **Selectman Fish motioned to increase the COLA benefit to 2.5%. Selectman Williams seconded. All were in favor; motion passed.**

**PUBLIC COMMENT** – Ruth Smith said she was curious about the range considered for the Select Board's salary.

Deb Mortvedt wanted to remind the Select Board that they do have a Town Administrator who they rely on to do many things for them. The COLA raise that they are suggesting for the Town employees is much less than the stipend increase they have given themselves. She wondered about the stipend for the volunteer fire department. She noted that we were supposed to have things available for the public to look at when they came to the meetings. Mr. Branscombe said this was one of the first nights we haven't had things available as we've been swamped lately. Ms. Mortvedt said she really appreciated having Paul as the Town Administrator.

#### TOWN ADMINISTRATOR UPDATES

- Mr. Branscombe thanked DJ Garcia for bringing in the copy of Milford's RFP.
- He noted that Selectman Williams had asked for Town Counsel to look at Milford's exit strategies. Mont Vernon will join the Board in Milford at 5:40 PM next Monday night.
- Mr. Branscombe shared a copy of the draft audit from Tamar; Selectman Williams noted he has a lot of questions for Tamar and would like to go through the adjusting entries with her. Previously she has included reasons for each adjusting entry; this year she did not. Mr. Branscombe asked if he could put together a list of questions to be asked in advance.
- He gave the Select Board a copy of the Treasurer's Transfer Form. It was noted that it could be transcribed into a slightly larger font. Selectman Fish asked if we were going to fix the formatting errors as well; it was noted that Janice could do this.
- **Selectman Williams moved that we accept the Transfer Form to be retyped and formatting errors fixed; Selectman Fish seconded. All were in favor; motion passed.**
- The Town Treasurer has given us a RTK request; Chairwoman Boissonnault said that we need to ask for clarification; no fishing. It was noted that when anyone makes an RTK request, we need to advise them of the cost.
- Selectman Williams said he feels there are 2 ways to respond. One is to provide paper copies, the other is to make the items available for the requestor to come in and view. This was discussed further.
- The Town Treasurer has taken away the Finance Officer's access to the TD Bank site, so she is unable to perform certain functions including those asked for by the Town Treasurer.

Chairwoman Boissonnault said she does not understand this at all, especially when we have Linda Jennings who has access to everything for the Water and Sewer Departments. Selectman Fish wishes the Treasurer would be more prudent in exercising his fiduciary responsibilities as he has cost the Town and reduced the efficiency of our staff.

Chairwoman Boissonnault will go through the RSAs again and see where we stand.

- The Budget Committee suggested that we look into hiring a Health Officer as it is taking up too much of Chief Desrosiers' time. Mr. Branscombe will make the suggestion that we hire a Health Officer and he will bring this before the Budget Committee at this week's meeting. The Budget Committee had asked how we could go from a small stipend to \$11,000; Mr. Branscombe said that was because most of this work had not been being done. Selectman Williams said that before we put any consideration into something like this, he would like to do a survey of other towns our size to find out how they are handling these things and what kind of budget they are using.
- Selectman Fish wondered if we even needed a Health Officer, both Selectman Williams and Chairwoman Boissonnault said that we do need a Health Officer as it is specified by RSA. The recent Cease and Desist was discussed.
- The Emergency Management budget was discussed. Mr. Branscombe met with Chief Olesen and Dave Boissonnault and TDS today and it will be an easy fix of \$70 per month to increase the internet speeds. Chief Cutler joined the table. He recommended that the \$70 a month could be covered by the Fire Station's budget. Since they'd be upgrading the entire building's wifi, it made sense.
- He shared the check that was received from Firehouse Subs, and **Selectman Fish motioned that we accept the check for \$ 23,039 from Firehouse Subs Public Safety Foundation. Selectman Williams seconded. All were in favor; motion passed.** This will need to be paid out to Souhegan Valley Motorsports for payment of the UTV.

## SELECT BOARD ITEMS

Selectman Williams said he didn't really have anything right now.

Chairwoman Boissonnault said there had been a lot of talk about the property tax increases. She spoke to Jamie Dow about this, and she said it was due to the Town using less of the unexpended fund balance. The municipal budget had increased almost a dollar. That's why Chairwoman Boissonnault wants to encourage everyone to attend Town Meeting as that is where the residents have control of the taxes and their voices heard. Selectman Williams said if you looked at the municipal budgets from 2018 and 2017, they are almost the same, but the reason why this one shows the increase is that the use of unexpended fund balance only changes the municipal portion, and that's why the municipal looks so much higher. We choose to spend less of the unexpended fund balance because there was less to spend. Selectman Fish said if we didn't use any of the unexpended fund balance, our increase would've been 11.9%. Chairwoman Boissonnault said we should also go to the School Board meetings, too, whether you have kids in school or not. Selectman Williams said this is a town who has historically wanted to have services – for instance we have a 24/7 police force; New Ipswich doesn't. Given the level of service in town, he believes the taxes are reasonable. Selectman Fish said there was a lively discussion on the Wilton-Lyndeboro Facebook page; he feels that developing land and putting up new buildings will help offset the tax rate. He would like to see this town engage in extensive rezoning to provide other opportunities to attract new businesses.

At this time, 8:38 PM, the Select Board moved into nonpublic session. **Chairwoman Boissonnault motioned to enter nonpublic under RSA 91-A:3, II (c). Selectman Fish seconded. All were in favor; motion passed.**

**Chairwoman Boissonnault moved to exit nonpublic session at 8:43 PM. Selectman Williams seconded. All were in favor; motion passed.**

At 8:43PM the nonpublic session ended. It was agreed that the minutes did need to be sealed. **Selectman Fish moved to seal the minutes. Selectman Williams seconded. All were in favor; motion passed.**

**At 8:44 PM, Chairwoman Boissonnault made a motion to enter nonpublic under RSA 91-A:3, II(I). Selectman Williams seconded. All were in favor; motion passed.**

**Chairwoman Boissonnault moved to exit nonpublic session at 9:29 PM. Selectman Williams seconded. All were in favor; motion passed.**

At 9:29 PM the nonpublic session ended. It was agreed that the minutes did need to be sealed. **Chairwoman Boissonnault moved to seal the minutes; Selectman Williams seconded. All were in favor; motion passed.**

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

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

In the correspondence file was the accident report for the fire truck coming out of the bay during the Thanksgiving fire. It was noted that we've asked Primex to host a Driver Education Course. Janice will bring it before the PPC that if there is an accident with a town vehicle, such as a fire truck, a drug test be given.

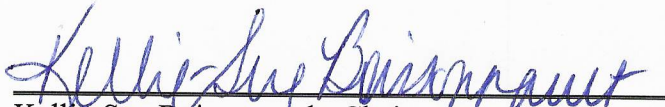
Chairwoman Boissonnault recounted her conversation with Linda Jennings at last week's Budget Committee meeting. Chairwoman Boissonnault declined to sign the transfer form as she said it would need to come from our Finance Officer. When she asked Deb about it, Deb said that the form had already been signed 2 weeks ago but the funds had not been transferred. Selectman Fish suggested we note right on it that it had been signed on 11/19/18 and staple the forms together.

The DES deficiency letter was discussed, and it was noted that Mike Bergeron did get a copy of the letter, too.


**Selectman Fish moved to adjourn. Selectman Williams seconded. All were in favor; motion passed. The meeting adjourned at 9:48 PM.**

(signature page follows)

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