

TOWN OF WILTON

SELECT BOARD MEETING

TOWN HALL COURTROOM

DATE: Monday, December 17, 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

Website Prize Winner – Jackie Kahle came forward and reminded all that the EcoDev had helped sponsor the website, and developed this contest to get everyone familiar with the new site. She thanked Michael Dell'Orto for the idea. She thanked Kat Tighe who did all the work of photo-shopping Wanda into the pictures on the website. She thanked Pam Clemens, owner of SereniTea Bed and Breakfast who coordinated the gift basket full of donations from the local merchants. She introduced our artist, Grace Keller, an 8th grader from Wilton who designed Wanda and all of her accoutrements. Grace drew the winning entry – and the prize goes to Deb Jensen!

Chairwoman Boissonnault announced that Brian Adams will be our Road Agent going forward. Selectman Fish said anyone that knows Brian is well aware of his hard work and capability.

Audit Report Presentation by Tamar Roberts – Tamar thanked the Board for allowing her to present. She said that we have a Clean Opinion; because of a new GASB 75, going forward there will be additional work needed to be done to keep that. She referred all to the surplus at the end of the year on page 42. There were a lot of different lines that contributed to the unexpended fund balance, Police and Fire being the biggest contributors. She explained the difference in the unexpended fund balance from 1.2 million to 1.5 million had to do with deferred revenue from uncollected taxes.

She showed Exhibits 1 and 2 which are Government Financial Statements and exclude the funds that the Trustees of the Trust Funds hold. She noted that she had added some other funds this year; GASB requires that all major funds get their own column. She thought it made more sense to show Recycling, Ambulance, Water and Sewer as their own funds.

She turned to page 43 to present the Management Letter. The Material Weaknesses include the General Ledger system which notes state has too many accounts and is cumbersome. Also the Trust Funds are shown in there and should not be. She spoke about the interfunds that had been allowed to build up and were not reconciled; her recommendation was to put them in one account so you could easily look at it and find out what the balance is. Selectman Williams asked why adjusting entries weren't made; Tamar said that she had given adjusting entries but they had not all been made. She said that the cash reconciliations were difficult and both she and Debra spent hours trying to reconcile those. They were able to reconcile what was in the Payroll Account

within a couple hundred dollars. There were several outstanding checks that need to be looked at. She spoke about revenue collected for the State being reported as revenue, which it really isn't. She noted that any money given out for Welfare should have a lien against property but some people were coming in and paying Jane and Andy wasn't told about it.

Sewer Fund budgeting was reduced and ended up being over-expended; she wasn't sure what happened there. Recycling Center revenue from other towns should've been reconciled at the end of the year and adjusted for the next year's bill. That was not done for 2017 but she did leave those numbers in there as a liability. Selectman Williams said the point of a revolving fund was that the money would be retained. Tamar said that no one was able to give her a copy of the previous agreement which stated that; Selectman Williams said we didn't have one. Tamar said the fact that we had a revolving fund did not automatically mean that the funds would stay in there.

Selectman Williams had some questions about adjusting entries. Tamar explained the process of the audit including when and why adjusting entries might be made. Selectman Williams asked about an adjusting entry of about \$94,000 for the Water Department which was showing as a receivable; Tamar didn't have her Water Department file with her but will get back to Selectman Williams with that information this week. He had a few more questions and will send her an email with them.

IT Presentation by Mike Lavelle and Katie Lavelle of Certified Computer Solutions –Mike said they'd been in business for 30 years and they specialize in municipalities. They have 5 employees, all vetted and SGIS trained. He noted that he has known Paul Branscombe for over 10 years and worked with him previously. He said that they had surveyed the Town Hall's computers and those at the Police Station. Katie said they were offering 2 contract options, the first including maintenance and service calls for \$15,080. The second includes, in addition, new hardware including a new server for the Town Hall which would correct the Vision reboot problem. Mike noted that he's surprised that they even installed Vision on our micro-server. They would repurpose our server for the Police Station. Their Total Care Contract includes maintenance, service, hardware and labor for installation, and the replacement of 4 workstations annually at an annual cost of \$27,600.

Selectman Williams asked about converting our email to a Right to Know compliant status. Katie mentioned that the vast majority of the Town's computers are running Windows 7 and replacing 4 workstations annually would take care of that issue. Mr. Branscombe asked for a confirmation that the Total Care Contract price included the 4 new workstations, and she said that it did. There was discussion about doing away with the Public Access Computer which Selectman Fish agreed with. Mike said the price also included reconfiguring the Town Hall's system. The Police Chief also told Katie that they didn't have an off-site back up; that would be included. Selectman Fish asked how we would compare hardware options; she will send additional specification information. Selectman Williams said that hardware requirements would vary from year to year; Mike said that they've taken the total cost of a 3-year or 5-year contract and amortized it to prevent big spikes in the budget.

Selectman Williams asked if the contract had an escape clause. Mike said there is a non-appropriation clause and a non-performance clause. Selectman Fish asked about their response time; Mike said it's a 4-hour server down issue; 8 hours on weekends. He said they are "dark" from 10PM to 6 AM.

Selectman Williams asked for their suggestion regarding an email system for a town our size. Katie said Microsoft Office 365 is what they're recommending to their municipal customers. Mike said the most basic Microsoft option is their 365 email. They'd be happy to provide a quotation on that. Selectman Williams asked about an appropriate firewall for the Town Clerk's office for when they begin accepting credit cards. Katie said that the Town Clerk's office will require an upgraded firewall because of their connection to the State. Selectman Fish asked about the network being less than optimal; he asked how the design process would work. Katie said when they replace the server, it will give them the opportunity to take a look at that. Mike said that a lot of our workstations are not utilizing the server. They would look at the programs we are running and the users using them. Selectman Williams asked if they would virtualize more than just Vision, and Mike said "Yes". He suggested they would have 3 servers including one just for Vision, and one a file and print server. You are not supposed to have Oracle and Advantage running on the same server (Vision and BMSI) as they "don't like each other" and create crashing issues.

Discussion continued regarding the Clerk's State-specific programs and hardware. Selectman Williams asked about networking and how the wireless network was set up. Mike said they would put up 4 channels; one for admin, one a vendor channel, one a public channel and one a spare. Chairwoman Boissonnault asked about the SGIS requirements. Mike said they have been vetted by the Franklin Police Department; everyone has been background checked by the FBI. SGIS said that in addition to being vetted, you need to go through SGIS training, which everyone in their company has done. Mike said Sergeant Parker had been to their office and laid everything out for them. Selectman Williams asked about networking with Police, Fire and Town Hall. Mike said that they often tie different buildings together within a city of town; it enables employees to access particular programs run by other departments, like the PD being able to access accounting programs for creating budgets, or the DPW being able to access fillable forms from the Building Inspector's programs. Mike doesn't believe we are ready for this yet.

PUBLIC COMMENTS – Ruth Smith, 307 Burns Hill Road, asked about the Investment Policy; she would like the Select Board to suspend the policy indefinitely. Chairwoman Boissonnault said they don't have anything to invest right now. Ruth noted that we need a sound system as it's really tough to hear in here.

OLD BUSINESS

Wilton Water Recreation Scenarios – Jennifer Beck was here as Commissioner of the Wilton Conservation Commission. She reminded all of the 3 scenarios for the Town's natural resources – the Gorge, Garwin Falls and the Horseshoe. She would like to be able to send a letter to the Sweezy Trust with recommendations for putting some of that land into conservation easement. She said there are a number of tax incentives that they could offer. There is the potential of making it assessable for resident only parking. On option #3 there are new funding options available. The 3 scenarios are:

1. Do nothing and try to work out some emergency access
2. Wait for residential development
3. Purchase, protect, conserve and leverage

Selectman Fish asked for a site plan as he thought the appraisals were sky-high. He said he could never justify spending \$300,000 of taxpayer dollars to do that. Ms. Beck said that it would not be \$300,000 of taxpayer money as it would be defrayed with grants and private donations.

Mr. Branscombe said that Harry Dailey had reminded him that if we are considering any parking at the school, that would need to go before the School Board. Also, he had been told that there would be no warrant article this year by the Conservation Commission. Ms. Beck said that was correct. They would first launch a kick-starter campaign. She would like to have the LCHIP grant in hand first. They are looking at town taxation of about \$39,000. It would be a 2020 Warrant Article. Ms. Beck noted that the October 2019 date on the Agreement would need to be moved out.

Selectman Fish said his thoughts on prioritizing were that Garwin Falls is amazing and he would prioritize that over Horseshoe any day. The Garwin Falls property would provide a contiguous piece of property. If he had to choose between the Horseshoe and the Reservoir, he would choose the Reservoir. He feels that the Horseshoe is not usable during the hottest part of the summer. So he would choose first Garwin Falls, then the Reservoir. Ms. Beck said you see the same profile of demographics at both places. She said the Town already voted down the Reservoir at Town Meeting. In her opinion, Horseshoe is critical to the Souhegan Valley and the bottom line is that Garwin Falls is not for sale and Horseshoe is.

Selectman Fish asked what this process would look like and how it would be presented. He said there are people in Town who have the ability and equipment to open up the Reservoir for free. Chairwoman Boissonnault said that if it was presented differently it might pass this year. Ms. Beck said that at her earlier meeting with the department heads there were many suggestions on how to make this work, with the primary concerns being emergency access and what extra work it would mean for each department.

Chairwoman Boissonnault asked for a clarification of the vote Ms. Beck was looking for tonight. Ms. Beck she needed to know which option the Board wanted to go forward with. Selectman Williams said it sounded to him like she was just looking for the Board to comment on whether or not they were giving their blessing on moving forward. Selectman Fish said he would not support buying the Horseshoe. Ms. Beck said that wasn't Option 3; Option 3 just involved doing *something*.

Selectman Williams moved that the Board indicates its support of the preservation of the town's natural resources that have been identified as the Horseshoe, Reservoir and Garwin Falls. Selectman Fish seconded. There were 2 votes in favor; Chairwoman Boissonnault abstained. Motion passed.

Ruth Smith said that the vote in March was against the proposal. There was no line item explanation or identification of what phase 1 and phase 2 contained.

TOWN ADMINISTRATOR UPDATES

Mr. Branscombe gave an update on what happened last Friday which confirmed why the Ambulance Chief could not take on the role of Health Officer in addition to his own responsibilities. Looking at page 5 of the responsibilities of the Health Officer, it noted that the Emergency Management Director should liaise. Chief Desrosiers joined the Board, and said that he thought we should approve Dave Boissonnault as the Health Officer and ask the State to appoint him.

Selectman Williams said it would be his expectation that there are certain qualifications required to be a Health Officer. Chief Desrosiers said that the statute from the State does not specify any

amount of education or training. Selectman Williams said that a few people had spoken to him about this and suggested that communities can share a Health Officer. Mr. Branscombe said they had checked on that but sharing with Milford was not a viable option. Chief Desrosiers said they had reached out to several communities and that none were interested.

Chairwoman Boissonnault asked Dave Boissonnault to join the Board. Chief Desrosiers thanked Dave for all his assistance on Friday. Dave said he was willing to put himself forward to do this job. He felt that he had served this town well previously without even a thank you, and if the Town voted down accepting his offer to do this job at next to nothing, so be it. Selectman Fish said that for all of the items he would've thought required a Health Officer, there has not been one present. Chief Desrosiers said he thought Dave would make an excellent candidate and he would support him. He would even stay on as Assistant Health Officer. Selectman Fish asked if we would draw up a job description. Mr. Branscombe said that the State would do that. Selectman Williams read RSA 128:5, the duties of a Health Officer. Selectman Fish would like to see more specifics regarding the role of our Health Officer. Selectman Williams said it was his opinion that we would appoint the Health Officer after Town Meeting if the budget passes; it would be a 3 year term. **Selectman Williams moved that we add this budget request to the Town's budget process for a vote at 2019 Town Meeting. Selectman Fish seconded. All were in favor; motion passed.** When asked, Chief Desrosiers said he would not leave the town in the lurch; he would stay on until such time as the budget passed. Chief Desrosiers said it would be his suggestion to appoint Dave Boissonnault as the Deputy Health Officer. **Selectman Fish made a motion to appoint Dave Boissonnault as the Deputy Health Officer. Selectman Williams seconded. There were 2 in favor; Chairwoman Boissonnault abstained. Motion passed.**

Mr. Branscombe said he had met with the Recycling Center personnel and looked at the backhoe which had been donated years ago by the DPW. The cab is seriously rusted and needs repair. It will cost between \$10,000 and \$12,000 and the equipment would be out of action for 2-3 weeks. However, if our insurance company came out and saw it, it would be taken out of action immediately; it is essential that it be repaired immediately. Selectman Fish asked if it would come out of the revolving funds; Mr. Branscombe said Yes. The Board consented that we should move forward with this.

Mr. Branscombe met with Doug Nelson this morning to look at the "dripping water". The cellar is most definitely *not* full of water; it is always dry. The portion toward the back where the bowling alley was put in under the sidewalk does leak. The prospective buyer would like to receive a letter from the Town saying that we are aware of this and we will rectify the issue. Chairwoman Boissonnault asked if we could give Doug the funds to fix it so The Town would not be responsible for hiring the contractor. Selectman Williams said that he has been talking to the people from GPI and they said that every building on that side of the street has a 10' setback which means that that portion of the property is part of Mr. Nelson's property. The Town doesn't own the sidewalk. The sidewalk construction that was done in 2006 may have caused some additional water issues, but he believes that the entire void all belongs to Mr. Nelson. The Board would like to see a copy of Mr. Nelson's deed.

Chairwoman Boissonnault said that the problem she has with this is that we are not taking any initiative to correct this and get it off the table. It's been coming before the Board before she was on it. Selectman Williams said perhaps we should not say we're going to fix it; we need to do due diligence before we spend taxpayer money. Chairwoman Boissonnault said that because we didn't take any initiative to do anything about it before, it continues to be an issue.

Mr. Branscombe handed out the binders from Holden Engineering on the King Brook Road Bridge. Bill Rosignal is retiring in January and Peter Holden is taking over this project. Mr. Branscombe suggested we invite Peter Holden to our January 7th meeting to discuss this.

Eric Mayer wanted all to know that a few things had been put on the back burner: Chief Desrosiers' SOPs and Selectman Williams' Water Commission advisory.

Regarding stipends for Select Board, Treasurer and Trustees of the Trust Funds, Chairwoman Boissonnault said that right now the Treasurer and the Trustees of the Trust Funds are receiving \$750 each year. The Trustees have a total line of \$750; in the past one Trustee has received the full amount. Chairwoman Boissonnault asked if we were going to recommend that same amount. Selectman Fish said that he would need to see what other towns are doing. Chairwoman Boissonnault said in order to be transparent we should put all increases on a Warrant Article. Selectman Williams said he didn't think that made sense. He has no problem in calling out specific line items when presenting the budget. Selectman Fish said he felt that called the question of whether or not we are going to second guess every decision we make. He said if someone wanted to second guess the Board's performance or judgment, then they should run for these seats. Chairwoman Boissonnault said she was very concerned with the way our taxes are moving, and she's hoping there will be more involvement at our Town Meeting next year. She just wants to continue to be transparent. This was discussed further, with the Board not in agreement. Selectman Williams said that we have made several hundred thousand dollars worth of modifications to the budget including salaries; we've spent a lot of money. We've made those decisions based on wanting to provide services. Selectman Fish reminded her that we're not talking about the 3 of them; it will be the next 3 people sitting in these seats. All of the decisions the Board makes are for what is in the best interests of this Town.

Paul publically thanked Michele Decoteau; she has been attending the NRPC Stormwater meetings. She's become very passionate about the subject and wants to stay on as part of that team.

We met with the Energy Committee Chairman, Chris Balch, and Peter Martel from Wapack Sustainability for the LED Meeting. We have 142 streetlights in town and we will visit them to be sure all are working and in reasonable places. We are working toward getting pricing for LED. We will have an informational meeting at 6:00 on January 7th regarding this.

He gave the Board a PAF for Matthew Holland for his pay increase, and a copy of the Police Department Budget which includes the 8th full time officer. Chairwoman Boissonnault noted that the total budget for 2018 was still higher than the proposed budget for 2019.

He asked the Board to come in over the weekend to sign the payroll manifest.

PUBLIC COMMENTS

Deb Mortvedt of Badger Farm Road said to Chairwoman Boissonnault that with regard to adding a new Health Officer, as it is her husband, she should be very careful about that. Not opening it up and advertising it puts a little red check on that.

Dave Boissonnault rescinded his appointment to be the Deputy Health Officer and suggested they put it out to bid. He noted that if the Select Board members raise their pay, it will put it higher than the Fire Department's pay.

SELECT BOARD ITEMS

Selectman Williams said he believed that the Town needs a hiring policy. He feels we've made a lot of hiring decisions without advertising. He wants to have a policy similar to some of the other ones we've put into place. We may know the right person but it doesn't mean we shouldn't do our due diligence. We need to be more transparent and go through a more formal process to fill positions.

Selectman Fish wanted to know where we're going with the whole Road Agent position. He asked if Brian Adams was going to take on all of Jim Lavacchia's responsibilities. Mr. Branscombe said that was not the intent.

At 9:23 PM 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 9:32 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(a) at 9:32 PM. Selectman Williams seconded. Motion passed.

Chairwoman Boissonnault motioned to exit non-public session at 9:51 PM, Selectman Williams seconded. All were in favor. Motion passed.

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

Chairwoman Boissonnault motioned to go into non-public session under RSA 91-A:3, II(l) at

Chairwoman Boissonnault motioned to exit non-public session at 9:58 PM, Selectman Williams seconded. All were in favor. Motion passed.

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

Chairwoman Boissonnault motioned to go into non-public session under RSA 91-A:3, II(a) at 9:58 PM. Selectman Williams seconded. Motion passed.

Chairwoman Boissonnault motioned to exit non-public session at 10:22 PM, Selectman Williams seconded. All were in favor. Motion passed.

It was decided that the minutes did not need to be sealed.

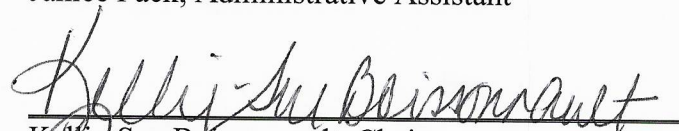
APPROVALS: MINUTES, MANIFESTS AND ITEMS IN THE SIGNATURE FILE

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

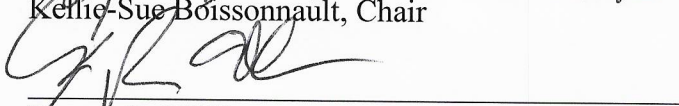
Branscombe mentioned that he had spoken to Tamar and that she had told him she had had a conversation with Sheryl. They spoke about the IT Presentations; Selectman Williams preferred Allan Treadwell's company. He was a little uncomfortable with a 5 year contract. Chairwoman Boissonnault noted that CCS had offered a 3 year contract as well.

Selectman Fish moved to adjourn. Chairwoman Boissonnault seconded. All were in favor; motion passed. The meeting adjourned at 10:36 PM.


Respectfully Submitted:
Janice Pack, Administrative Assistant



Kellie-Sue Boissonnault, Chair



Kermit R. Williams



Matthew S. Fish