

TOWN OF WILTON

SELECT BOARD MEETING

TOWN HALL COURTROOM

DATE: Monday, December 21, 2018
 TIME: 3:10 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 3:10 PM. After roll call, she invited everyone to join her in the Pledge of Allegiance.

NEW BUSINESS

Bob Farr and Carl Walker came on behalf of the Masonic Temple to request an abatement of all except the municipal portion of their tax bill. Bob said that Steve Blanchard, a member of the Lodge for 35 years, said that we have never paid more than that. He gave the Board a letter which detailed their agreement. For Map Parcel J-67 **Chairwoman Boissonnault made a motion to abate the amount of \$7302.51, Selectman Williams seconded. All were in favor; motion passed.**

Selectman Fish asked what the Lodge does for the Town; they noted that they hold a public breakfast on Saturdays, and provide tables and chairs for the Summerfest.

Alison Meltzer came on behalf of Main Street Association for abatement for the Main Street Park taxes. Alison noted that this has been done since 2001 when the park became their property, and the Main Street Association has had the entire amount abated. **Selectman Williams moved to abate \$1795.00 for lot J-48, Selectman Fish seconded. All were in favor; motion passed.**

Selectman Fish noted that we should have a policy on abatements as in a small town like ours with a high tax base, every tax dollar counts. He feels it's difficult to justify an abatement of the size that the Lodge was granted. This was discussed further.

ENCUMBRANCES - Mr. Branscombe produced a document showing the funds to be encumbered.

1. The Town Clerk requests \$635 for a credit card machine and maintenance for the Town Clerk's office. **Selectman Williams moved to encumber \$635 for a Contract with Interware Development. Selectman Fish seconded. All were in favor; motion passed.**
2. **Selectman Williams moved that we encumber \$1500 for the contract with Architecture Dept. on behalf of the Land Use Office. Selectman Fish seconded. All were in favor; motion passed.**
3. **Selectman Williams moved that we encumber \$10,474 for the contract with Ricoh for a Document Manager. Selectman Fish seconded. All were in favor; motion passed.**

4. **Selectman Williams moved that we encumber \$19,526 for the contract with Ricoh for Document Scanning. Selectman Fish seconded. All were in favor; motion passed.** It was noted that this was included under WA #25 passed at 2018 Town Meeting.
5. **Selectman Williams moved that we encumber \$7632.50 for a contract with NH Signs for Town Signage on behalf of the Select Board Office. Selectman Fish seconded. All were in favor; motion passed.** It was noted that this was included under WA #23 passed at 2018 Town Meeting.
6. **Selectman Williams moved that we encumber \$13,500 for a contract with GPI for Riverwalk Phase II work on behalf of the Select Board Office. Selectman Fish seconded. All were in favor; motion passed.** It was noted that this was included in WA #24 passed at 2018 Town Meeting.

APPROVALS: MINUTES, MANIFESTS AND ITEMS IN THE SIGNATURE FILE

The Board reviewed and approved the Payroll and Checks manifests, and the Request for Transfer. They also reviewed and approved the Minutes from the previous Select Board Meeting. Mr. Branscombe mentioned that he had spoken to Tamar and she had told him she'd 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 offered by CCS. Chairwoman Boissonnault noted that CCS had offered a 3 year contract as well.

SELECT BOARD ITEMS

Selectman Fish had a conversation with Doug Nelson regarding the problem that he is having downstairs. They spoke about perhaps just framing it up and putting a door on to allow access rather than completely blocking it off. Chairwoman Boissonnault said at this point in the game, this has been going on for over 8 years. Since it wasn't nipped in the bud in the beginning, we have taken ownership of it. Chairwoman Boissonnault said that this Board needs to draft a letter. Selectman Williams said that this Board agreed that whatever portion of the cost we were going to pay for, we would give to Mr. Nelson with the agreement that said this would permanently end any responsibility on behalf of the Town. Selectman Fish said that on Wednesday at the Planning Board meeting this came up again as they are setting the lines and it was determined that the front face of the buildings is the edge of the setback. Selectman Williams said that's why he wanted to get something official. If we're going to offer some money to Mr. Nelson for consideration, we need to have an agreement. The settlement, which our lawyers would need to draw up, would not assume any liability on behalf of the Town. Selectman Williams said when we ask DTC to put this together, it's important that we don't put ourselves on the line for future owners. Selectman Fish said that we should word it differently, perhaps closing an access point. Selectman Williams said it should not reference anything about a water issue, etc. Chairwoman Boissonnault said she was told that when the sidewalks went in, they had somehow cracked part of the foundation and that's why he has that issue. Selectman Williams disagreed.

At 3:53 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 4:00 PM; Selectman Williams seconded. All were in favor. Motion passed.

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

Regarding the contract for the DES Wetlands Permit, Mr. Branscombe noted that we need to have the check for the Application Fee for \$200 signed and mailed on Christmas Eve. Selectman Williams said he would contact the Treasurer to be sure that was done. **Selectman Fish moved to have the Chair sign the Wetland Permit Application for the Old County Farm Road Bridge. Selectman Williams seconded. All were in favor; motion passed.**

Regarding the presentation for IT Services, we had 3 presentations: Allan Treadwell of Twin Bridge Services, Alexis Pittman of Computer Haven, and Mike Lavelle of CCS. Selectman Williams was more impressed with Mr. Treadwell, who said he had written some of the software for some of the things that the Town Clerk does. He was uncomfortable with the idea of a long term contact such as CCS offered. He proposed that we go with Mr. Treadwell. Selectman Fish said it was between Mr. Treadwell and the Lavelle's, and he would acquiescence to Kermit's concerns about the long term contract and go with his recommendation.

Chairwoman Boissonnault said that she thinks that the Treadwells are a little bit closer and she was impressed by his presentation. She wondered how long it would take for him to take care of us if our computers went down. She felt very comfortable with the Lavelles, but supported the general consensus.

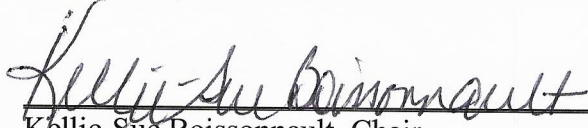
Selectman Williams moved that the Town start negotiations with Mr. Treadwell for an actual contract so that we can put together the set of initial tasks that we need him to do. Chairwoman Boissonnault seconded. All were in favor; motion passed. Mr. Branscombe will reach out to the vendors to let them know. Selectman Williams said he'd be willing to come in meet with Mr. Branscombe and Mr. Treadwell to make a plan to move forward and then we should notice RMON.

Selectman Fish asked if that would be a Board Meeting where we discuss Office 365, etc., and Selectman Williams said it would be an opportunity to sit down and make a plan. This was discussed further. Selectman Williams said he felt that the Lavelle's felt that there were issues in terms of how Vision was being run, and he would like to get Mr. Treadwell's opinion on that. Selectman Williams said that for him, the biggest question was how to make our email RTK compliant. The Board discussed the presentations further, and the differences between them.

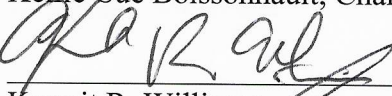
Chairwoman Boissonnault said perhaps it should be our New Year's Resolution to get our meetings over more quickly. Selectman Fish said that he may need to be at the Planning Board Public Hearing on January 2nd as they may not have a quorum. Peter Holden will be here on the 2nd so the Board asked if Selectman Fish had any questions for him in case he cannot attend. Selectman Fish feels that re-aligning the road is a bad idea. Selectman Williams said that Chuck's objection was to re-aligning the road, and if we don't think that re-aligning the road is a good idea then we should move forward with another idea.

Selectman Fish moved to adjourn. Selectman Williams seconded. All were in favor; motion passed. The meeting adjourned at 4:25 PM.


Respectfully Submitted:
Janice Pack, Administrative Assistant



Kellie-Sue Boissonnault, Chair



Kermit R. Williams



Matthew S. Fish

Kelli-Jane Bordinant

[Signature] 12-21-18

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Town of Wilton

Encumbered Funds 2018

Department	Item	Vendor	\$ amount to encumber
Town Clerk	Credit Card machine & Maintenance	Interware Development	635.00
Land Use	Contract Service line item	Architecture Dept.	1,500.00
Select Board Office	Document Manager	Ricoh	10,474.00*
	Document Scanning	Ricoh	19,526.00*
ECO-DEV	Town Signage	NH Signs	7,632.50**
ECO-DEV	Riverwalk Phase II	GPI	13,500.00***

Footnote:-

Items included in warrant article #25 passed at 2018 Town Meeting*
 Item included in warrant article #23 passed at 2018 Town Meeting**
 Item included in warrant article #24 passed at 2018 Town Meeting***