

TOWN OF WILTON

SELECTMEN'S MINUTES

Date: March 3, 2014
Time: 6:30 P.M.
Place: Town Office

Present: Chairman Daniel E. Donovan, III, Selectmen William F. Condra and Richard E. Swanson, and Recording Secretary Pamela Atwood.

The meeting was called to order at 6:30 P.M. by Chairman Donovan.

Steve Elliott attended the meeting. Chairman Donovan stated that the agenda calls for a performance review for Steve. First, Dan talked about the job description for the Director of Public Works which had been provided by Steve. Chairman Donovan proposed a couple of changes. He would propose to add, after number fourteen:

15. The Public Works Director develops, maintains, and supervises safety procedures for employees.

16. Maintain all required licenses, for example, CDL and DES operator's license for the Recycling Center.

And last, fix the typo: Current human resources (instead of relations).

Chairman Donovan and Selectman Swanson stated they were ok with the job description, including the changes.

Next, Chairman Donovan asked Steve how he was doing with his salt quantity. Steve said that he has a full shed of salt but that sand is a concern for the 2014 budget. He also told the Board that he will be sending his employees to a "green salt" training workshop when weather permits.

Selectman Swanson shared the performance review form with Steve. Chairman Donovan expressed concern with parts of the form, saying

that it may not be the correct mechanism for reviews. He suggested that it may be more effective to go through the person's job description and evaluate their job, stating that the Board of Selectmen is not in a direct position to observe some of the items listed. As an example, he asked how the Selectmen would judge the Ambulance Chief's medical skills. Selectman Swanson believes it's possible, maybe with a board of peers.

Selectman Condra feels that it is premature to do evaluations because there is nothing in writing to measure by, and there have been no discussions prior to an evaluation. He doesn't think they are ready to evaluate yet. Selectman Swanson noted that this is a start; an effort to put something on the table.

Chairman Donovan spoke of two complaints last year regarding roads and drainage which Steve Elliott resolved; also a mailbox issue recently which was handled immediately. Dan stated that he has no issues with Steve. He stays within budget; road maintenance is good; and the department's overtime is kept within reason.

Mr. Elliott stated that if evaluations were going to be done, then job descriptions are needed for all employees and evaluations should be done for all employees. Selectman Condra agreed. Selectman Swanson thinks there needs to be a method to give employees annual reviews.

There was further discussion about job descriptions and evaluation forms. Bill will get a sample evaluation form from the City of Nashua. Job descriptions can be obtained from LGC.

The Board and Steve discussed additional items, including equipment breakdowns, shoveling labor, and overtime for salaried employees. Selectman Swanson stated that there should be an understanding of what the salary is and what the job is. We need to avoid supervisors

giving themselves overtime. Selectman Condra suggested setting up a meeting with the labor relations board for procedural questions. Chairman Donovan said that he would be willing to do this with Bill. Dan also asked if he could remain as the liaison for the Fire Department project until it is complete. The Board agreed that he could.

Jane was next on the agenda. She reported that the town report will be available tomorrow, and this year she will be able to get it in electronic format for the website. Elections are next Tuesday from 8 A.M. to 7 P.M. and Jane will need Selectman coverage. Selectman Condra stated that he has attended all elections all day long. They figured out their schedules. Jane also told the Board that she would like to close at 4:00 P.M. on town meeting night so her staff can go home before the meeting.

Stanley Young was the next appointment. He told the Selectmen that The Heritage Commission is getting ready to print a historical brochure for the Town. He showed them an example and asked permission to use the town seal. The Board said yes.

Chairman Donovan asked Selectman Condra for an update on prices for the Town Hall renovations. Bill said that John had found the original drawings of the Town Hall. He will have a plan and a narrative done by Tuesday.

Next, Chairman Donovan brought up the Parking Ordinance issue, stating that there had been further public input. The Board talked about other strategies for parking limits. Dan will draft something for next week.

The resolution suggested by Assessor Todd Haywood regarding pole licenses was discussed. The Board decided to have a Public Hearing on March 31, 2014 to address the changes. Pam will notice the

meeting and notify the utility companies.

Chairman Donovan reported that he had talked to Burton Reynolds last week. They are amending their budget on the floor to seek authorization to use their unexpended fund balance to pay the 141,494 as ordered by the Court.

The minutes were approved.

The Accounts Payable manifests were signed.

One (1) Veteran's Exemption was approved.

Seven (7) Fire Department Warden Appointment papers were signed.

A motion was made to adjourn the meeting at 8:29 P.M. by Chairman Donovan, seconded by Selectman Condra, followed by a vote with all in favor.

Respectfully submitted;

Pamela L. Atwood, Recording Secretary