

TOWN OF WILTON
SELECTMEN'S MINUTES

Date: January 19, 2015
Time: 6:30 P.M.
Place: Town Office
Present: Chairman William F. Condra and Selectmen Richard E. Swanson and Kermit R. Williams.
Recording Secretary Pamela Atwood.

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

Pat Fickett, Molly Shanklin and Ron Brown from the Library attended the meeting to discuss funding of the Library building and grounds. The most recent rains have caused additional water problems at the Library; this time causing the newly painted downstairs floor to lift. Pat had to have a company come in to extract the water and have the carpets treated. This is the procedure recommended by the insurance company. Her Building Repair line item has only \$1,200 in it.

Pat provided a summary sheet that addresses Library rules and responsibilities. The Powers and Duties section addresses how Libraries are funded and managed. She explained the duties of the Library Trustees. The Library building is historic and has many needs. She was here to discuss how to work together to get the grounds and building maintenance needs met. Selectman Swanson asked if the building and grounds are owned by the Town. Selectman Williams asked who maintained other Town buildings. Police Chief Hautanen explained how it works at his facility. The lawns are maintained by the Cemetery Department at no charge and the DPW plows the Town parking lots. Most facilities have building maintenance budgets. Selectman Swanson thinks the cost for the DPW to do this work should be accounted for. Selectman Williams thinks it is the DPW's job to maintain Town property. Chairman Condra said "that seems like what we're doing". A comparison was made for what items were done at the Library by the DPW. Pat stated that it is the next level of maintenance that she needs guidance on. She would like to know when to call the Town and how it will proceed; there seems to be a disconnect regarding who is responsible for maintenance items. Selectman Williams stated that it needs to be someone who knows what is going on.

A lengthy discussion about the cause of the water problems took place.

They returned to the discussion of who was responsible for performing some of the maintenance tasks at the Library. Chairman Condra stressed the need for communication with the Public Works Department. Director Fickett requested that the Director of Public Works be informed that there would be requests for maintenance work at the Library. Selectman Williams said things like building hazards and grounds maintenance should be part of what the Department of Public Works does anyway. Selectman Swanson disagrees. He would like to get an opinion from our Accountant. He stated that it is perfectly ok to task the DPW but we need to know the cost, and the Library ought to carry that amount in their budget; it's good accounting. Chairman Condra agrees the funding belongs to the Library budget. Selectman Williams said that we don't have a line item for every task, but do have a line item for DPW's labor. Selectman Swanson said "maybe we should". He would like to see the costs allocated accurately. Selectman Williams stated that it is more efficient to stay with the one department that has the expertise and responsibility. The Library *is* a Town building. Selectman Swanson is in agreement that it is Steve's responsibility to respond; however we work out the accounting. It was decided that the Library Director will come up with a maintenance plan for the library grounds which she will share with the Selectmen. Chairman Condra will suggest that the Budget Committee add a Contract Services line item to the Library budget with \$5,000

budgeted. Selectman Williams said that it makes sense for the Library personnel to look at long term maintenance and apply for LCHIP Grants.

Police Chief Hautanen was next on the agenda to discuss the Grant for computer replacements that he got from the Department of Safety, Division of Homeland Security and Emergency Management. He will use the Grant money to purchase four laptop computers. The Grant is for a maximum of \$5,679 and he plans to spend about \$3,700 and the Grant would match this amount. He will use up his drug forfeiture money to help pay for his share.

Motion: Selectman Williams moves to support the Grant application and the matching funds for computer purchases for the Police Department as presented by Chief Hautanen. The motion was seconded by Selectman Swanson. The Board of Selectmen unanimously voted to accept the terms and conditions of the Homeland Security and Emergency Management Grant as presented by Police Chief Brent Hautanen. Motion carries.

Next the Chief told the Selectmen that the Town of Mont Vernon is interested in using our prosecutorial services. He has worked up a quote and presented it to the Board. He stated that Mont Vernon has a small case load and that Ben feels he can handle it. Looking at the contract Selectman Williams said it seems like a bargain for them.

Motion: Selectman Williams moved to authorize Brent to contract with Mont Vernon Police Department to provide prosecutorial services as stated in the documentation provided, subject to approval at their Town Meeting. Selectman Swanson seconded the motion followed by a unanimous vote.

The final item Brent wished to present was a Letter of Commendation for one of his officers. He passed the letter around for the Board to read.

Motion: Selectman Williams moved to approve the Letter of Commendation and award as specified by the Chief of Police. The motion was seconded by Selectman Swanson and followed by a unanimous vote. Motion carries.

Director of Public Works Steve Elliott was next on the agenda. He discussed the Bridge Aid Program and status of Wilton's bridges noting that King Brook is due in 2017. Steve has not gotten response from the State to his questions. Selectman Williams take his questions to the State if Steve provides him with a list. Steve needs to know if the money will be available. Next year he will start the design process and put that in the 2016 budget. The next red list bridge is stagecoach in 2021.

Steve proceeded to the wage and salary discussion. The Budget Committee suggested that all departments should do a salary survey and make a presentation. Selectman Swanson thinks a joint committee was discussed. Ambulance Chief Gary Zirpolo sent out an email today to set up a meeting in February to start the process with the Department Heads. Steve has put some information together using the towns that Brent used and he expanded off those towns. He based his report on population. He stated that it was difficult to compare the information he received back. They talked about his survey a little further.

Next, Steve reported on a problem that occurred with the transmission on the 1990 Mack truck. One side broke and the engine and transmission fell down about 6 inches. Steve said that it was a poor design and that the truck was 25 years. The Selectmen were in agreement that Steve should get it rebuilt right away, unless, as Selectman Swanson stated, he can get by without it.

Selectman Williams reported to Steve the discussion they had previously had with the Library group. They will put together a plan. Mowing, plowing, and drain clearing were discussed. Steve said that they fall under towns Parks & Recreation budget and that he is asking for 3rd person this year in that department. In

answer to a question, Steve stated that there was no differentiation made in the Parks & Recreation budget for which property was worked on. Selectman Swanson thinks there should be. Steve stated that this is a small budget for taking care of all the grass and leaves on Town property. Also, he is responsible to respond to emergencies at the Library. Selectman Williams suggested that Steve be proactive and talk to Pat Fickett.

Dawn Tuomala's appointment was cancelled.

Chairman Condra talked about the vacancy on the ZBA stating that Paul Levesque submitted a letter requesting a full appointment to the ZBA. Neil Faiman, Chairman of the ZBA responded positively to Paul's request.

Motion: Rick moved to appoint Paul Levesque to fill the vacancy created by retiring ZBA member Bill Carnduff. Selectman Williams seconded the motion followed by a vote with all in favor.

Pam was instructed to take the \$400 invoice for reflagging the New Reservoir out of the Storm Water budget line item.

A motion was made to adjourn the meeting at 8:40 P.M. by Selectman Williams, seconded by Selectman Swanson, followed by a vote with all in favor.

Respectfully submitted;

Pamela L. Atwood,
Recording Secretary

William F. Condra

Richard E. Swanson

Kermit R. Williams

Date Signed