

TOWN OF WILTON  
SELECTMEN'S MINUTES

Date: October 17, 2016  
Time: 6:30 P.M.  
Place: Town Office  
Present: Chairman Kermit R. Williams and Selectman William F. Condra. Town Administrator Scott Butcher. Recording Secretary Pamela Atwood.

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

**Fill Vacant Selectman Seat**

The first order of business was to fill the vacant Selectmen's seat created when Selectman Donovan resigned last Tuesday morning. Previous Selectman Steven J. McDonough was present and had been asked to fill the vacant seat.

**Motion:** Selectman Condra made a motion to nominate Steven J. McDonough to fill the seat left vacant by Daniel E. Donovan, III, through to the March elections. Chairman Williams seconded the motion. A unanimous vote followed. Motion carries. Steven J. McDonough was sworn in as Selectman by Town Clerk Jane Farrell. The Selectmen welcomed Steve back.

Jane asked to cancel the nonpublic she had scheduled, stating she was not prepared.

**Copier Purchase**

Town Administrator Scott Butcher spoke about the re-quote from Conway Office Solutions which included the color option and finisher option. He gave the old and new prices and stated that we were better off staying with 10,000 copies for the maintenance contract. The new copier will be able to track usage by department. Chairman Williams explained the need for a new copier to Selectman McDonough. Steve Elliott asked about the old one to which Chairman Williams responded that we are going to keep it. After further discussion the following motion was made.

**Motion:** Chairman Williams moved to authorize TA Scott Butcher to purchase the copier as specified in the quote. Selectman Condra seconded the motion which was followed by a unanimous vote. Motion carries.

Jane Farrell asked the Selectmen to think about how they wanted to program the new copier, for example who will have access to color, etc. A discussion followed. Selectman McDonough guesses there is a use for the color that people don't know even exists yet and Chairman Williams said the finisher will be handy.

**Wetland Permit Extension**

Jonathan Beech was in attendance for property owner Sylvia Mansfield regarding the discussion of the extension of the Wetland's Permit she filed in 2007. The Board reviewed the information they were given regarding the issue. Chairman Williams asked Jonathan if Ms. Mansfield had asked for an extension for the permit. His understanding is that they have received permission from everyone except the Town. Jonathan said the problem is that the proposed driveway crosses over wetlands. Selectman McDonough wonders how close the driveway would be to H 124-01. Selectman Condra is concerned that there is no document with the owner's signature. Jonathan stated that the permit was approved before with all the required signatures and notices. Chairman Williams said they want to come out on Captain Clark highway so there is no impact on the Town owned piece of property. Public Works Director Steve Elliott would be involved in the driveway permitting process and his only concern would be with the connection onto the

right-of-way. Building Inspector John Shepardson stated that it has been approved by the ZBA. Chairman Williams said he had no objection from the Town as an abutter. Selectmen McDonough Condra agreed. **Motion:** Chairman Williams made a motion to authorize the signing of this document. Selectman Condra seconded the motion, followed by a unanimous vote. Motion carries.

### **Catholic Church Chimney**

John Shepardson attended the meeting to discuss his concern with the condition of the chimney at the Catholic Church. He had a discussion with prospective buyer Robin Lund. The chimney is in poor condition. William Chad Hayes of Hayes Heating and AC has condemned the chimney. John is not sure that Mr. Hayes has the legal authority to condemn its use. John has not looked at the chimney yet. There was a lengthy discussion about the condition of the chimney and associated Church buildings. Selectman McDonough was uncomfortable condemning a property based on one person's recommendation. He suggested getting a second opinion. Chairman Williams agreed saying that John should be looking at it as a neutral party. Selectman Condra suggested that John research the Commercial Mechanical 2015 Code. John was instructed to inspect the chimney and draw his own conclusions. The Town would then be entitled to post the building as not to be occupied and send a certified letter to the Diocese.

### **New Main Street Business Sign**

Next, John talked about Gary's Harvest Restaurant coming to the old C&S Pizza shop on Main Street. He updated the Selectmen on his discussion with the restaurant owner regarding the sign. There was a discussion about allowed signage. John told Gary's Restaurant that they could hang a temporary fabric sign over the old sign for 90 days. After further discussion the Selectmen told John to tell the business owner that they can use the structure and lighting from the current sign.

### **Use Agreement from High Mowing**

The Board read Attorney Little's response regarding the Use Agreement from High Mowing School. Selectman Condra explained the situation to Selectman McDonough stating that the Board of Selectmen object to the indemnification clause in the agreement. There was a discussion about rewriting the agreement. Selectman McDonough suggested sending Attorney Little's response letter to Ian McSweeney for them to re-write the agreement. TA Scott Butcher asked why have a Use Agreement at all? Chairman Williams said they need an agreement to allow the creation of facilities (trails, fishing spots, parking, etc.). This prompted a discussion about allowable structures and the logging operation. Chairman Williams suggested the Selectmen should talk to High Mowing. Selectman McDonough doesn't have a feel for what the agreement is trying to accomplish so he would like to be part of that discussion. It was decided that TA Scott Butcher will write a letter to High Mowing attention Ian McSweeney, Chairman, with a copy of Attorney Little's letter enclosed.

### **Website Use for Personnel Manual**

TA Scott Butcher updated the Selectmen that the Town's Department Heads have a hard copy of the recently approved Personnel Manual. The employees need to be able to see a copy on-line. Scott has spoken with Doreece about creating a human resources tab on the website which can also be used for job applications. TA Scott Butcher also spoke about looking at other options for the Town's website. It is important to keep it fresh and dynamic. Chairman Williams said to bring in multiple proposals.

### **Performance Review Format**

The Selectmen will take the performance review forms home and come back with their suggested modifications. Chairman Williams explained the process to Steve. He also stated that he would like to have a self-evaluation as part of the process as well as a 360 feedback with personal conversation

**Old/New Business**

The Selectmen will meet at the Fire Station on Monday, November 7<sup>th</sup> the day before the Election so Jane can set up the Courtroom.

Chairman Williams wants to attend the NHMA annual conference.

TA Scott Butcher has found Anti-virus software for under \$300. Also he is working on licensing issues. Scott attended the recent Library Trustees meeting. They want to join our “.gov” email system. They would like a Memorandum of Understanding on who does facilities work for them. Chairman Williams said it is a Town building that needs some amount of care. There was a discussion of town facilities to bring Selectman McDonough up to speed.

**EMT Recruitment**

TA Scott Butcher spoke about the EMT recruitment issue. He has had discussions with Ambulance Chief Gary Zirpolo about why he can’t recruit. They talked about hiring a full time paramedic and he asked Gary to come up with some model scenarios.

**SegTEL letter from Si**

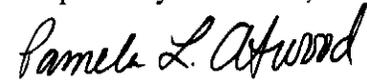
Chairman Williams explained the issue to Selectman McDonough. SegTel is a wholesale internet access provider who Wilton taxes because they are over the right-of-way. The Selectmen would like to invite Assessor Todd Haywood to a future meeting to discuss Attorney Little’s letter regarding SegTel.

**Paving**

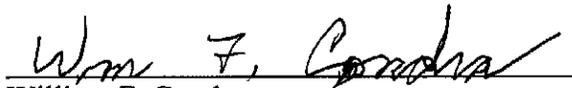
The Selectmen asked Administrative Assistant Pam Atwood to get the eighteen year paving plan from Steve Elliott.

A motion was made to adjourn the meeting at 10:21 P.M. by Selectman Condra, seconded by Chairman Williams, followed by a vote with all in favor.

Respectfully submitted;

  
Pamela L. Atwood,  
Recording Secretary

  
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Kermit R. Williams, Chairman

  
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William F. Condra

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Steven J. McDonough

10-24-16  
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Date Signed