

TOWN OF WILTON  
SELECTMEN'S MINUTES

Date: October 3, 2016  
Time: 6:30 P.M.  
Place: Town Office  
Present: Chairman Kermit R. Williams, Selectmen William F. Condra and Daniel E. Donovan, III.  
Recording Secretary Pamela Atwood.

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

**Copy Machine Purchase**

Town Administrator Scott Butcher talked to the Board about the copier purchase. Chairman Williams did not reach out to the Conway representative. Kermit would like a better scanner, but he thinks the copier choice we have made is reasonable. It's not optimal for the task of large scale scanning and archiving of documents, however. Alison Melzer arrived so they moved on to her appointment.

**Town Hall Entrance Ramp**

Scully Architect Alison Meltzer explained the proposal for the Town Hall front entrance ramp. It was confirmed by Attorney Little that it is acceptable to use the money from the Warrant Article for the design plans. Brickstone Land Use Consultants LLC is the company Scully Architects normally uses. They also hire Backroad Land Use LLC when needed, in this case, for the existing conditions. The Board studied the contract. The bottom line is just over \$4000. Alison said when the scope of work is provided the Board can get an estimate from Steve or another contractor. Dan Scully suggested that the Town could pay David Mann directly and save the markup if they wanted. The Board said for \$160 it would be worth having Scully in charge of the whole thing. Selectman Donovan asked if the Elevator idea was out of the question. TA Scott Butcher said it is cost prohibitive; there is no convenient place to put one; and you would need to put a ramp out back as well. Chairman Williams stated that a new front ramp is what we need to do. Selectman Donovan agrees. Alison said that \$800 is required as a retainer up front. She will get Administrative Assistant Pam Atwood a bill.

**Motion:** Chairman Williams made a motion to contract with Scully Architects for the design work for the front walkway ramp. The Town will provide an \$800 retainer to Backroad Land Use LLC and provide the remaining funds to Scully Architects for design and service. Selectman Donovan seconded the motion. A unanimous vote followed. Motion carries.

**Motion:** Selectman Donovan further moves that Chairman Williams be authorized to sign the document on behalf of the Town. Selectman Condra seconded the motion, followed by a unanimous vote. Motion carries.

**Signature Authority**

Chairman Williams suggested that the Select Board needs to set contracting authority for TA Scott Butcher; in other words; how much he is authorized to sign for. He was asked to see what other towns do.

**North End Project**

Next, the renovation project to the north end of the Town Hall was discussed. Alison told how she had talked with TA Scott Butcher to get his input. She explained the new plan TA Scott Butcher was suggesting which Alison said was actually one of the previous plans she submitted. TA Scott Butcher explained the new plans and said there is no change in cost. It is basically a matter of who sits where.

Chairman Williams's concern was for the public who wanted to come in to see us. Scott said with better signage that should not be an issue. Chairman Williams was also concerned that the office that is now the Selectmen's office would become underutilized. Selectmen Donovan thought the changes made sense. The access might be tricky but it can be worked out. The way the office is now it is a drop-in center. There was further discussion about how to best utilize both spaces; Alison said she would talk to the Assessor and the Welfare Director. Chairman Williams suggested adding some sound insulation to the inside of the conference room. The Selectmen agreed that they are ok with the change. Chairman Williams said it *would* be nice to have space for three simultaneous meetings.

### **Copy Machine Purchase**

The discussion came back to the copy machine purchase. TA Scott Butcher said the Konica model seems to be able to handle the volume. Chairman Williams asked about putting a finisher on it. Selectman Condra thinks we should purchase a copier with some available new technology since this will be the Town's copier for the next 8-10 years. Chairman Williams agrees and said it might make sense to buy a color copier and limit the use. TA Scott Butcher will talk to Conway about some of these items.

### **Recycling Sticker Program**

TA Scott Butcher stated that further clarification regarding business use of the Recycling Center was needed for Steve to be able to proceed. After different procedures were discussed it was decided that businesses could get two stickers and they must provide a letter from the business. Chairman Williams also suggested that we would collect the letters and keep them on file at the Selectman's Office.

### **Caterpillar Loader Quote**

TA Scott Butcher presented this topic. Public Works Director Steve Elliott is still waiting for a quote from Chappell Tractor. The Board reviewed the quote from Milton Cat. They discussed the options of leasing, the age of the current loader, the lack of value to repair it, including lease payments in the regular budget, and the fact that a seven year lease would allow the new loader to always be under warranty. Chairman Williams will call Chappell Tractor to get their quote expedited. TA Scott Butcher Steve will try to get a better rate with Milton Cat.

### **MACC Base Meeting**

Selectman Condra will attend the upcoming meeting and TA Scott Butcher is also going. TA Scott Butcher has talked to the emergency management department heads about MACC Base and some of the issues they are having with reception. Chairman Williams stated that Homeland Security has grants available which may be worth looking into, suggesting that maybe we could replace some of our equipment using grant money.

### **Personnel Manual Formatting Options**

Chairman Williams explained the formatting choices and TA Scott Butcher had prices for the options. They discussed spiral bound format versus notebook style. The decision was to have an electronic version available on the website for employees; and a three-ring hard-bound copy available with each Department Head; the final copy would be paginated by section with an index; and a signature would be required from each employee signifying they had been shown the final manual.

### **Old/New Business**

The corrected summons was received from SegTEL, Inc. Chairman Williams explained it to Selectman Donovan who was absent last week when the summons received by the Town of Wilton was named for the Town of Wilmot. It has been sent to Attorney Little for his recommendation but Chairman Williams thinks

we really don't need to do anything. Selectman Donovan asked what the return date was and it was determined that there is plenty of time.

There is also a phone call into Attorney Little for his advice regarding the Use Agreement for the High Mowing Easement.

Recycling Committee interest from a Wilton resident. TA Scott Butcher said Tracey Ewing's husband may be interested.

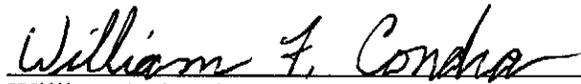
Chairman Williams asked if the Town has received a letter from the Water Commission regarding the New Reservoir. AA Pam Atwood said we had not.

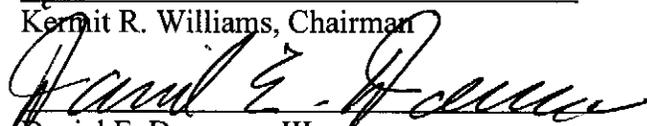
A motion was made to adjourn the meeting at 8:31 P.M. by Selectman Donovan, seconded by Selectman Condra, followed by a vote with all in favor.

Respectfully submitted;

  
Pamela L. Atwood,  
Recording Secretary

  
Kermit R. Williams, Chairman

  
William F. Condra

  
Daniel E. Donovan, III

10-10-16  
Date Signed