

TOWN OF WILTON  
SELECTMEN'S MINUTES

Date: October 31, 2016  
Time: 6:30 P.M.  
Place: Town Office  
Present: Chairman Kermit R. Williams. Selectmen William F. Condra and Steven J McDonough. Town Administrator Scott Butcher. Recording Secretary Pamela Atwood.

The meeting was called to order at 6:32 P.M. by Chairman Williams.

Public Works Director Steve Elliott and Town Administrator Scott Butcher discussed the front end loader. Steve thanked the Board for giving him more time to look at the machines. His recommendation is the Hyundai from Chappell Tractor. They would have one available in very little time. Steve explained how the current two accessories would fit. They discussed the CIP for a new loader. When asked about a "pusher" accessory, Steve stated the he would like one to use in parking lots and on Main Street. Selectmen McDonough and Condra think we should get the pusher accessory. Steve asked about how it would be handled at Town Meeting in March. Chairman Williams stated that we would definitely lease it using money from resurfacing. TA Scott Butcher said there is no prepayment penalty. Chairman Williams suggested taking the longest lease period with 0% interest, then buy it outright. Selectman Condra was in favor of the plan with no interest. Steve Elliott suggested swapping out with the CIP for the 10-wheeler and put the loader in that slot. There was further discussion on the process to purchase the loader. Steve Elliott thinks the Town should have a say. Selectman McDonough said you have a piece of equipment without a transmission and this is what we, as Selectmen, are entrusted to do. Chairman Williams said to pursue a three year lease and decide later; he is comfortable either way. He said it was Steve Elliott's decision when he needs to have it onboard. TA Scott Butcher suggested December 1<sup>st</sup>. Steve Elliott thanked the Board.

Chairman Williams made a motion to enter into nonpublic session per RSA 91-A:3,II(b) at 6:49 P.M. The motion was seconded by Selectman McDonough and voted in the affirmative.

The regular meeting was called to order at 7:06 P.M. Chairman Williams moved to seal the minutes of the nonpublic meeting, seconded by Selectman Condra. Motion passed with vote: Williams, Aye; Condra, Aye; McDonough, Aye.

Police Chief Brent Hautanen wanted to talk to the Board about the concerns he and Town Clerk Jane Farrell have regarding parking on Main Street during the election. They are concerned that people campaigning will park their cars on Main Street all day taking up valuable spots for voters. Brent asked if the Selectmen had any suggestions. Chairman Williams suggested that election workers park in the Police or Library lot and put up signage for people to park at the Proctor lot or Police lot.

There was no public comment.

**Definition of Full-Time**

TA Scott Butcher started a discussion about the definition of full-time. The Personnel Manual states that full-time means 40 hours per week. While other places in the manual it states that part-time positions receive benefits. Scott asked the Board for a better explanation of benefits offered to a 30 hour per week employee. He stated that clarification was needed soon as a part-time employee in the Town Clerk's office will be retiring.

The following decisions were made: The Select Board needs to approve a position going from part-time to full-time. Thirty (30) hours is full-time and receives the same benefits as a forty (40) hour position. Twenty (20) hour positions are eligible for vacation, holidays and to participate in the 457(b) retirement plan. Town Administrator Scott Butcher is the head of Human Resources. TA Scott Butcher is to be part of the hiring process. Selectman McDonough stated that the Department Heads need that education and the information should come from the Board of Selectmen.

**Performance Review Forms**

The question was whether to have all employee performance review forms reformatted like the Selectmen did with the Department Head's forms. Chairman Williams said the forms are used by the Department Heads so they ought to have the choice. The Board recommended that TA Scott Butcher and the Department Heads review the forms next year after using them for another year. Chairman Williams wants to encourage the Department Heads to have a reasonable amount of written feedback on the reviews they do and he wants them all kept in the Town Hall personnel files.

**Reimbursement**

TA Scott Butcher had a discussion with the Selectmen about issuing 1099 forms for the Fire Department's annual reimbursement. Another option would be to obtain the documentation for the reimbursement amounts. There was further discussion. Selectman McDonough asked TA Scott Butcher to research what other towns do. Scott stated that he will talk to Fire Chief Ray Dick.

**Ambulance Items**

TA Scott Butcher told about the Town of Amherst's model for Ambulance & Fire. Selectman McDonough wants to know what Brookline's budget is for their ambulance service. There was further discussion. The Selectmen would like documentation about what other towns do for coverage. TA Scott Butcher told the Board that our billing service, Comstar, charges us 7%. He will do a quick RFP.

**Old/New Business**

The Selectmen are willing to have work sessions to do the performance reviews.  
A clerical line item will be added to the Selectmen's Budget for the new Budget Committee Clerk.  
Chairman Williams told that the Energy Committee, which is an Ad Hoc committee, is interested in obtaining a clerk.  
Administrative Assistant Pam Atwood will make a schedule for Performance Reviews and Department Head Budget meetings with the Selectmen.

A motion was made to adjourn the meeting at 9:14 P.M. by Selectman Condra, seconded by Selectman McDonough, followed by a vote with all in favor.

Respectfully submitted;

  
Pamela L. Atwood,  
Recording Secretary

  
Kermit R. Williams, Chairman

  
William F. Condra

  
Steven J. McDonough

  
Date Signed