

TOWN OF WILTON
SELECTMEN'S MINUTES

Date: September 12, 2016
Time: 6:30 P.M.
Place: Town Office
Present: Selectmen William F. Condra and Daniel E. Donovan, III. Recording Secretary Pamela Atwood. Chairman Kermit R. Williams was absent.

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

The first order of business was the opening of fuel bids: Ciardelli Fuel Company submitted a bid for #2 fuel oil for \$1.819 and diesel fuel at rack plus 20 cents. This was the only fuel bid submitted.

Motion: Selectman Donovan made a motion to accept the bid submitted by Ciardelli Fuel Company. Selectman Condra seconded the motion. A unanimous vote followed. Motion carries.

Loader update

Public Works Director Steve Elliot was present to talk about the loader situation. He has found loaders available on-line for around \$35,000. He has called CAT to ask what the trade-in value for our loader would be; repaired or unrepaired. He has also asked Chappell Tractor for figures. Steve is in asking for the Selectmen's opinion about looking for a used loader as opposed to repairing out. Selectman Condra said that the repair cost and the cost to buy used looks about the same. Steve agreed and stated that he is worried that something else will go on our current loader. He is currently using the loader just in second gear. The Select Board agreed with Steve's proposal.

Public Comment

Jessie Salisbury asked about the new Police Station sign. Selectman Donovan relayed his knowledge that the donor wants to remain anonymous. Jessie said the Town can still acknowledge the sign and Selectman Condra agreed. Dan stated that the new sign is a very nice addition and the Selectmen are grateful for the generosity of the donor. Jessie will put something in the paper.

Recycling Committee

Steve Elliott spoke about the Recycling Committee response. He noted his disappointment that the two towns that responded have suggested Selectmen as representatives. He was hoping that members of the community with interests in recycling would step forward to be part of the committee.

Front Entrance Ramp Proposal

Alison Meltzer was next on the agenda to discuss the front ramp. She talked about recreating the ramp, which involves moving the crosswalk. She presented Scully Architect's proposal to coordinate the design of a new ADA compliant entrance way. Included in the proposal was a part from Brickstone Engineering and another part from Backroads Land Use LLC. This will get the project to a place where the Board can go out to bid. Steve Elliott thinks they should go through the whole process to see what it will cost. Selectman Donovan asked if the money appropriated would be able to be used for bid documents. He will call Si and ask him. Steve explained that the changes to the ramp that have been requested will increase the cost; there is not as easy or inexpensive solution.

Motion: Selectman Donovan made a motion to approve Scully Architect's proposal as Alison presented it, subject to approval by Town Counsel. Selectman Condra seconded the motion. A unanimous vote followed. The Board thanked Alison.

Propane Bid

Town Administrator Scott Butcher presented the propane bid concern to the Board. Chairman Williams had asked Selectmen's Assistant Caitlin Martin to go out to bid for propane. During the process it was learned that each department has their own often unique situation regarding propane. Scott explained the complexities of trying to go out to bid for propane. Also the volume used is low; it doesn't seem to be worth going out to bid when realizing all the issues. It was agreed that it may not be a good use of anyone's times at this point to go out for a propane bid. Ambulance Chief Gary Zirpolo suggested bidding out all fuels as one package. Selectman Condra suggested giving Scott one year to put a complete fuel bids package together for next year.

Ramp Comment

Steve Elliott had an additional comment regarding the entrance ramp. He would like the Board to look at other options, such as an elevator or stair carrier. After further discussion on the idea Selectman Condra stated that the Board just made a motion on the design plans, but he requested Scott Butcher to research other options.

Adoption of PTO policy (vacation & sick time)

Administrative Assistant Pam Atwood spoke on this topic stating that it is important that this part of the personnel policy be adopted as soon as possible so it can be distributed to the employees before the new year. The Board read the proposed policy on vacation and sick time. Selectman Donovan said any negative pay docking must be authorized by the employee in writing. Wording was added as requested by Dan. Regarding the vacation policy, Scott Butcher thinks the wording is awkward. Selectman Donovan asked if Scott would clean it up.

Personnel Policy

Personnel policy changes brought forward by Ambulance Chief Gary Zirpolo were reviewed. Discussion ensued. The changes as accepted by the Selectmen will be made. The Town should have a social media policy which Scott will put together. The employment application needs to be improved. Signs should be placed in the Town Hall notifying network users that there is not expectation of privacy or security while using this public network.

Phone lines

The Select Board agreed to add two additional phone lines to the Town Hall system.

Performance Review Cycle

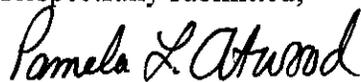
The Performance Review forms need to be streamlined. Pam will work on that project. There was a discussion on when to begin the process for this year. Selectman Condra does not want to spend months again this year doing them so he is willing to have a discussion about a two year cycle for the process.

Old Business/New Business

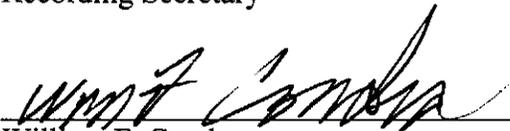
Scott informed the Selectmen of a workshop he would like to attend. He then updated the Selectmen on the electricity aggregation agreement coming up through NRPC. He explained that the goal is to sign a contract on September 22nd. Right now it looks like it will save the Town approximately \$9,000.

A motion was made to adjourn the meeting at 9:06 P.M. by Selectman Donovan, seconded by Selectman Condra, followed by a vote with all in favor.

Respectfully submitted;



Pamela L. Atwood,
Recording Secretary



William F. Condra



Daniel E. Donovan, III

9-19-16

Date Signed