

TOWN OF WILTON
SELECT BOARD MEETING
TOWN HALL COURTROOM

DATE: July 2, 2018
TIME: 6:30 PM
PLACE: Wilton Town Hall
PRESENT: Chairwoman Kellie-Sue Boissonnault, Selectman Kermit R. Williams, Town
Administrator Paul Branscombe, Administrative Assistant Janice Pack

Chairwoman Boissonnault called the meeting to order at 6:30 PM. She did a roll call, and noted that Selectman Fish was absent with notice. All rose for the Pledge of Allegiance.

Consent Agenda:

Chairwoman Boissonnault explained what the Consent Agenda was, and how it would be used when we did not have weekly meetings. Chairwoman Boissonnault made a motion to accept the Consent Agenda items; Selectman Williams seconded. All were in favor; motion passed.

New Business:

Chairwoman Boissonnault explained the new agenda and how it would help the meetings move along more smoothly. She announced that the Town had extended a conditional offer to Paul Branscombe to be the new Town Administrator.

Business Management Systems, Inc. – Jim Foley

Mr. Branscombe gave a brief explanation of why Mr. Foley was here. He had found certain files that showed a parallel BMSI software program running alongside Quick Books. Mr. Foley said that in February 2017 he visited Wilton since we already use their tax accounting software. He met with Scott Butcher and Caitlin Martin and demonstrated WebLedger. Later, a proposal that was drafted in June was signed by Mr. Butcher on August 11th. It was decided that the installation would begin in late September. In September, Mr. Butcher asked if BMSI could push the first payment of the software into 2018 because of the extensive renovations going on at the Town Hall, and this was agreed to. In October/November, BMSI began installation. Since then, many personal visits were made to the Town Hall to implement the work. In January they began to run the parallel tracks. During the first quarter, they found many challenges with data not matching up. In the beginning of March they came up with a plan that the WebLedger would go into effect May 1st. After hearing that Mr. Butcher and his support staff had left, work on this stopped. Mr. Foley said that BMSI would still entertain a relationship with the Town of Wilton but there is some reluctance from his accounting staff as BMSI has never received any payment, and had received a combative attitude from the previous staff here.

Selectman Williams said that what they agreed on during the one and only presentation made to the Select Board was to do a beta test of their software. He was told that BMSI had missed many deadlines in the conversion and that the software was not ready to use. He has received negative feedback from the cloud version of the software from other towns. He said that whatever else happened after the initial test, this Board was not aware of.

Chairwoman Boissonnault said she did recall a motion giving Mr. Butcher authority to proceed. She thought she remembered it was supposed to move forward in the fall. She did not go through all of the minutes to find further mention.

Selectman Williams said he had gone through everything he could get his hands on, and only found mention of the beta test in Mr. Butcher's Town Administrator's Report.

Mr. Foley said that when the contract was signed on August 11th there was no way to expect it to be ready the first of September. He said that BMSI never missed any deadlines. He said the lack of sophistication on the staff here made his job much more difficult. He said this was never simply intended to be a beta test. There seems to have been a misunderstanding on whether WebLedger was ready to go or not. Mr. Foley said that it's not a bought off the shelf software, but is customized for the town using it.

Mr. Branscombe said that the minutes of June 14th did recognize a signed contract, but that he did not see a copy of the counter-signed contract in the files. Mr. Foley said that after the signed contract was received from the Town of Wilton, they sent an invoice. Mr. Branscombe did see that, with notations on it.

Chairwoman Boissonnault remembered that the chart of accounts that BMSI would convert us to would be what DRA required us to use. The timeline of conversion was discussed further. Mr. Foley said that BMSI had run final reports, and was waiting for more figures when the previous administration left.

Chairwoman Boissonnault asked what we would have to do to move forward. Mr. Foley said that if we pay 50% of the invoice, they would continue with the implementation and training. It would cost \$5,725 for the first year and \$3,000 for the following year for support. Mr. Branscombe asked Mr. Foley how we could pass along information that we do not know is accurate. Mr. Foley said that data conversion is always a very difficult thing, but they are committed to work with us at the given price.

Selectman Williams said that the auditors are coming next week for the 2017 audit; he spoke to them last week and they mentioned concerns with the 2016 numbers, so he was unsure how we could make an accounting change without making sure that everything we have in Quick Books is accurate. Mr. Foley said that he is simply here at Mr. Branscombe's request, and is bewildered that the work they have done is unknown to this Board.

Deb Harling asked "If the Board is willing to move forward, would BMSI be willing to work with us to rectify the chart of accounts?" Mr. Foley said "Yes". He said that they had found some duplicate accounts and had not received any answers as to why; obviously that was because the previous administration was gone. Mr. Foley said that he would recommend that we continue to provide them with figures as we move along and when we feel comfortable with our own figures, do the conversion.

Chairwoman Boissonnault said that she was in favor of moving to BMSI so that we can be in compliance with what DRA wants, as BMSI is software built for municipalities. Selectman Williams said that DRA doesn't have a REQUIRED chart of accounts, just a recommended one. He is not willing to say he wants to move to BMSI as he would need to see a significant amount of information first.

Mr. Branscombe noted that we had found BMSI's invoice dated August 21, 2017. He did not see any follow up or collection notes. Mr. Foley said that they just wanted to get it done, and moved forward with that in mind.

Chairwoman Boissonnault said she would like to move forward; Selectman Williams said he wanted to see more information. Mr. Foley said he would ask that they get together with Ms. Harling and Mr. Branscombe and find out specifically what they're looking for, and BMSI will try and get that information for us.

Chairwoman Boissonnault wants to put this on the agenda for the next meeting when Selectman Fish is here. Selectman Williams would also like to invite local resident Frank Edelblut as he is quite knowledgeable.

Job Descriptions – Finance Officer & Administrative Assistant

Mr. Branscombe has given the job descriptions to the Select Board. They have been reviewed and signed by Ms. Harling and Ms. Pack. Selectman Williams is concerned with the title of Finance Officer. While he does not want to be demeaning to Ms. Harling, he feels it is not a correct title for a part time person. He feels it speaks of someone who has much more in depth knowledge of the Town's financial situation. Mr. Branscombe

said that Ms. Harling is much more than a bookkeeper and he feels that since she has 22 years of experience in finance, she should be called a Finance Officer. Selectman Williams proposed a compromise: Financial Specialist. Chairwoman Boissonnault said that she feels very comfortable with that title of Finance Officer. Since the two did not agree, this will be tabled until the July 16th meeting for further discussion.

Old Business:

Library Right to Know Issue – Joe Torre

Mr. Torre asked the Select Board to reconsider his Right to Know Request for the 2016 and 2017 reconciliation of the Library's tax dollars. He feels that these documents should be in the Select Board's hands already. He feels that the Public Library Trustees have tried to comply with the Budget Committee in providing budgetary figures. He is concerned with the statutory obligation of the Select Board. It is a chronic issue that was pointed out to the Library over 20 years ago. Both the Select Board and the Budget Committee have statutory obligations to provide this information to the taxpayers.

Selectman Williams said that the Select Board has no authority over the Library Trustees. He said that he was not given this document personally, and he said it would be inappropriate to give it to Mr. Torre as it is not something that this Board can give.

Mr. Torre said that the Select Board has an obligation to ask for information to account to the taxpayers how their money is spent. Selectman Williams said that the money given to the Library each year is a contribution. It is a fixed amount and the Town voted to provide money to the Library on a quarterly basis. Chairwoman Boissonnault read from the minutes of the meeting with Terry Knowles which said that if the Select Board asks for an itemization of how the money from the taxpayers has been used, the Library is required to do so. If the taxpayers' money has not been fully utilized, it must be returned to the town. Selectman Williams said that what he understood was that this was how the Library should work going forward. He believed that what Ms. Knowles had said was that the Library going forward should insure that any money from the Town portion that isn't spent during the year should lapse back into the town's unexpended fund balance. Chairwoman Boissonnault said that she did feel it was this Board's responsibility to get the information for the taxpayers so they would know how their money was spent. Selectman Williams disagreed, saying that it was the Library's responsibility, not the Select Board's. He said we would be overstepping our bounds if we told the Library to give us this report. Mr. Torre said that he would strongly recommend that Selectman Williams read the 28 page transcript as he felt that Selectman Williams did not fully understand what Ms. Knowles was trying to say. Selectman Williams said that if Mr. Torre made a 91A request to the Library, they should comply with that request. Mr. Torre maintained that it was the responsibility of this Select Board to the taxpayers to account for the dollars that were appropriated at Town Meeting. Chairwoman Boissonnault said that she took Mr. Torre's concern very seriously. Selectman Williams said that the management of current budgets, the Library or elsewhere, is not part of Ms. Knowles responsibility and her feedback is more along the lines of giving advice as someone who has been involved in the library system for many years.

Mr. Branscombe suggested we could go to NHMA for free legal advice on this matter.

Road Paving – DPW Director Jim Lavacchia

Mr. Lavacchia listed the streets that he would like to pave this summer. The reason that he has identified these roads is that they were all recently reclaimed, but are all showing signs of deterioration. He would like to spend the money now rather than spending a lot more money later. He noted that the biggest variable is the price of asphalt currently.

Mr. Branscombe asked if the Town of Wilton had used Brox Industries before. Mr. Lavacchia said that we had, but he simply wanted to get competitive pricing.

Selectman Williams said that for the past 2 years we had been collecting impact fees. When a house is built it is expected that the residents will provide additional impact on the schools, fire, paving, etc. He would recommend that we utilize the portion of the collected impact fees toward this project. Mr. Lavacchia said

they would use that to further the work on Isaac Frye Highway. He asked Mr. Branscombe to put together the fees and estimate a number appropriated for road repairs. **Selectman Williams made a motion to approve the paving plan that has been put together by Mr. Lavacchia.** Mr. Branscombe asked for what term. Mr. Lavacchia said that it was common to put together a paving contract for a 3 year term which would give the town of Wilton more favorable pricing. He said he would like to approve the Brox contract now with the idea of putting together an RFP in the winter for a 3 year term. Selectman Williams said you can't spend money that hadn't been voted on. It was noted that it would have a non-appropriation clause in it. **Selectman Williams amended his motion to: Approve the paving plan that has been put together by Mr. Lavacchia for this year, and to allow Mr. Lavacchia to contract with Brox with the funds that are available** Chairwoman Boissonnault seconded. All were in favor; motion passed.

New Reservoir Dam – DPW Director Jim Lavacchia

Mr. Lavacchia said he had received 3 contract proposals to correct the deficiency in the New Reservoir Dam. He has reached out to Turner and they are ready to move forward. He wants participation from the Town Administrator, the Water Department, and a representative from the Select Board. Selectman Williams said that he had previously volunteered as he wore 2 hats there (Water Commission and Select Board); Chairwoman Boissonnault said that she would prefer that he only wore one hat in this case. Mr. Lavacchia said that he was hoping for a team with expertise in different areas, but he just wanted to get a team together so they could move forward. Chairwoman Boissonnault said he could reach out for a 4th member.

Budget Updates – Finance Officer, Debra Harling and Linda Jennings

Ms. Harling said that Ms. Jennings had been keeping up with Quick Books while she got acclimated, and now they have gotten all of the invoices entered through June. Their next step is to input the revenues, which have not been entered since January. The bank reconciliations have not been done since December. The audit will begin next Tuesday. They have been discussing how to proceed. It is thought that by the end of July, all duties will be transitioned to Ms. Harling. Mr. Branscombe asked Ms. Jennings to share what she thought about the state of the accounts. She said that when she came on board, there were so many things that had never been entered. She had no idea what the previous administration had been doing on a daily basis. Things had just never been done. She wonders what numbers were given to BMSI. Ms. Harling said that's why she wants to get the chart of accounts from BMSI. There are a lot of duplicate accounts. They agree that no reconciliations have been done.

Selectman Williams said there needs to be a written set of financial procedures between the financial director and the treasurer. Ms. Harling said it should be a dual reconciliation; and Mr. Chalmers agreed. Selectman Williams said it should be a written agreement. Mr. Chalmers joined the discussion. He told the Board that Tamar Roberts, our Auditor, has some pretty strong recommendations which have previously been ignored. The chart of accounts is one of them. The lack of processes and procedures went a long way to contributing to the state that things are in now.

Town Website – Interim Town Administrator Paul Branscombe

Chairwoman Boissonnault summarized an email from Jennifer Beck giving the history of the website change. There are a number of changes that would need to be made to Civic Live's contract before it can be signed. The dollar amount to change to VTS's updated website was grossly inflated when discussed in a previous meeting. Mr. Branscombe said that there is actually a considerable cost savings to stay with VTS. Chairwoman Boissonnault said if we did switch to Civic Live, would we lose our New England feel? The majority of towns our size in New England use VTS. Selectman Williams said that the Board has voted twice to move to Civic Live. We're trying to put the Town's best foot forward and they felt that Civic Live gave a much more attractive look. Mr. Branscombe asked if we had gotten a reference from another town that used Civic Live. Ruth Smith asked the difference in costs (about \$2,400 to upgrade VTS and \$11,000 to move to Civic Live). Jane Farrell spoke to those present that this was just a template that Civic Live offered, and Mr. Branscombe stated that Civic Live would give us a few different templates. Chairwoman Boissonnault said we should take the contract that legal has marked up and bring it back to Civic Live to see if we can reach an agreement.

Cemetery Software – Jane Farrell

This will be tabled until the next meeting

Recycling Facility Skid Steer – DPW Director Jim Lavacchia

Mr. Lavacchia said that we currently have 2 skid steers at the recycling center. Apparently the John Deere skid steer is having braking and steering difficulties. He was given a repair estimate of over \$7,000 just for the brake issue; which didn't even address the steering issue. The skid steer is over 15 years old, with many hours on it. He got proposals for a purchase of a new skid steer. Bobcat's price was lower than Caterpillar by over \$750 but Caterpillar had a better 5-year lease program. He looked into renting a machine; it would cost \$3,000 a month. He said we were eligible for a \$5000 grant if we moved forward with this purchase now. He is asking that we enter into an agreement to purchase this, even though he doesn't know where we'll find the money. Caterpillar does have a non-appropriation clause in their agreement.

Mr. Branscombe asked if there were any money in the Capital Reserve Fund; the answer was no. Selectman Williams said that he appreciated Mr. Lavacchia's work in getting the numbers, and perhaps the revolving fund should be the source for the money; however, he did not feel that we should be entering into a lease without bringing it to a vote at Town Meeting. He said that in the past we have put together a budget for the recycling center and invited the other 2 towns to a meeting to discuss the operating costs. Each town pays a portion, and we would need their buy-in. He said we could set up a meeting with the other towns, or just send them a letter. But he still didn't like not bringing this up at Town Meeting.

Chairwoman Boissonnault said it looked like we had about \$15,000 in the revolving fund which would cover the first year and then we could bring it to Town Meeting. Selectman Williams said he would only go along with that if DRA would authorize us to do that. Chairwoman Boissonnault asked why this would be any different from the police car. Selectman Williams said both pieces of equipment were delivered after Town Meeting. Mr. Branscombe will check with DRA. This will be tabled for the next meeting.

Town Administrator Updates

Mr. Branscombe stated that on June 28th he, Ms. Harling and Ms. Pack met with the Budget Committee. Ms. Pack will continue taking the minutes for the Budget Committee meetings. Today we had a meeting with HealthTrust. The first Department Head meeting will be at 7:00 am on July 11th. Tamar Roberts will be here to do the audit July 9-11, and would like to have a meeting with the Select Board. Chairwoman Boissonnault suggested we check with Selectman Fish to schedule that. DRA contacted us about the MS-232 which is supposed to be submitted 20 days after Town Meeting. This was finished today, and needs to be signed and uploaded into the portal.

Select Board Items

Selectman Williams said he had taken a brief look through the budget and wondered if we had given the reports to the department heads. He said that it looked like the ambulance lease was in the wrong place, as it was approved at Town Meeting. He said in the case of Water & Sewer that they only meet once a month, and they met last Thursday and did not have an up to date report.

Public Comments

Mr. Chalmers said that there was a lot of discussion in the beginning of the meeting regarding BMSI, and he felt that if we moved forward with BMSI it would increase your manpower in the Select Board office.

Ruth Smith wanted to comment on asking Charlie or Jim to serve on the dam committee in that it should be their decision whether or not to serve, and not for someone to decide for them. Regarding the website change, she was concerned that there were no minutes, or any other information on the committee that reviewed the websites. She also wanted to know what the other goals were in changing websites. She wondered how we would quantify goal attainment. What were the critical determining

attributes desired, and how were they measured? Did we get a demonstration of the product? If not, how was it compared to the current one?

Jim Lavacchia said that NRRRA finished his agreement to hold a household hazardous waste drop off on July 28th.

Selectman Williams asked Jim Lavacchia if there had been anything further regarding the water seepage at Nelson's. Mr. Lavacchia played a video on his laptop which he had taken last Thursday. He said it was clear that the water was coming from the seam between the road and sidewalk, or the brick.

Approvals: Minutes, Manifest, Signature File

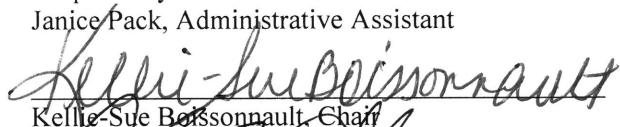
At 9:11 PM the Non-Public under RSA 91-A:3, II (c) Reputation began.

At 9:56 PM the Public Session resumed.

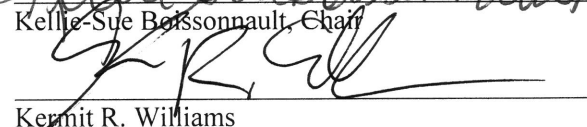
Selectman Williams moved to adjourn. Chairwoman Boissonnault seconded. All were in favor; motion passed. Meeting Adjourned at 10:01 PM.

Respectfully Submitted:

Janice Pack, Administrative Assistant



Kellie-Sue Boissonnault, Chair


Kermit R. Williams

Matthew S. Fish