

**TOWN OF WILTON
SELECT BOARD MEETING
TOWN HALL COURTROOM**

DATE: July 16, 2018
TIME: 7:05 PM
PLACE: Wilton Town Hall
PRESENT: Chairwoman Kellie-Sue Boissonnault, Selectman Kermit R. Williams, Selectman Matt Fish, Town Administrator Paul Branscombe, Administrative Assistant Janice Pack

Chairwoman Boissonnault opened the Select Board's regular meeting at 7:05 PM immediately after the Public Hearing ended.

Chairwoman Boissonnault moved to have the Consent Agenda approved; Selectman Williams seconded. All were in favor; motion passed.

NEW BUSINESS:

Cemetery Software – Jane Farrell was not present. Janice will work with her to find a laptop for the intended use of updating the Cemetery's information.

Policy Change - Domestic Partnership Rider to HealthTrust insurance - **Selectman Williams moved to allow the Domestic Partnership Rider under the same terms as a 2-person plan. Chairwoman Boissonnault seconded; all were in favor; motion passed.**

The 2016 Audit Letter received from Tamar in December 2017 – This will be made available for anyone who is interested. Chairwoman Boissonnault stated that this should have been available at the Town Meeting in March. Selectman Williams said that it is mandatory that a Management Report be done after the annual audit. This report calls out a number of deficiencies in how the Town's books are kept. Selectman Williams said that while we have had a number of these reports, they have not previously been presented to the Town. Selectman Fish said that just to be clear, the previous Town Administrator had received a letter from the Auditors that was not transmitted to the Select Board or the Town of Wilton. There was also a call from the Auditors that was not relayed to the Select Board or the Town of Wilton. He, as a citizen of Wilton, was completely appalled to find out this information.

Ruth Smith said that this issue appears to have gone back a few years, and she appreciated having this information brought up.

Chairwoman Boissonnault said that she is not sure if the previous letters had been brought to the Select Board; Selectman Williams said that this is his 5th year as a Selectman and he has never seen the Management Report from the Auditors.

Bill Chalmers said that the letter was discovered in February or March, and it was routinely required to be included in the Audit Report. From what he can tell, the report was received in the town, but removed prior to being published in the Town Report. He alluded to other documents that were also missing, such as directions on making adjustments and closing entries. He assured all present that things were being straightened out now.

Selectman Fish said that this board needs to be sure that it is a procedure that anything addressed to the Board reaches them.

Select Board Meeting Schedule: Chairwoman Boissonnault said that we would hold the first meeting in September on Tuesday, September 4th since Monday is a holiday. Selectman Williams said that he was under the impression that we were holding our meeting on every other Monday. Chairwoman Boissonnault said that the minutes of May 14th did state “2 meetings per month” and “twice a month”. Selectman Fish said he also interpreted the meeting schedule to be every other Monday. It was agreed to hold the Select Board meetings every other Monday; so at this point, the Tuesday meeting will not be necessary and there will be 3 meetings in July.

OLD BUSINESS:

BMSI – At the request of Selectman Williams, Mr. Frank Edelblut shared his thoughts about the proposal from BMSI. Relative to qualifications; he stated that he is a CPA and runs a number of businesses using Quick Books. He is also a Water Commissioner and has been frustrated by the inability to run good financial reports. He feels that the accounting system isn’t going to fix all of the problems; having good internal controls would do this. He said that Wilton Water Works is going to take control of their own system. He also stated that he is not real familiar with BMSI but felt that Quick Books was a superior accounting system.

Paul Branscombe responded to Mr. Edelblut by stating that he would not consider doing anything until the accounts were reconciled. Selectman Fish stated that he disagreed with Mr. Edelblut’s claims that Quick Books was superior to BMSI. He also said the data would still be accessible to us.

Chairwoman Boissonnault said that last year in June 2017 the Board instructed Scott Butcher to move forward with BMSI. Selectman Williams said that the Board never came to the point where they said they were going to make the switch. Selectman Fish said that he sees this issue as one where Chairwoman Boissonnault and Selectman Williams could not make a decision, so he looked into it further and based on the recommendation from Tamar and the DRA, he would rely on people who are impartial to this and he would recommend moving forward with BMSI.

Selectman Williams began to ask Mr. Edelblut a number of questions relating to software and other companies. As far as the chart of accounts, Mr. Edelblut said that it can be configured in a number of different ways. Selectman Williams asked about encumbrances, and Mr. Edelblut said Quick Books does that. Selectman Fish asked why we would not listen to our staff. Selectman Williams said that we need to fix everything that was in the management letter first. He feels it would be sweeping all of the mistakes under the rug. Selectman Fish said he understands that the controls and processes are wrong and need to be fixed, but he doesn’t understand why we can’t switch to a new software program and configure it properly.

Mr. Edelblut said that the items need to be resolved first. Chairwoman Boissonnault said our Finance Officer is working to resolve those processes now. She said that we need software that will assist us in our positions, not hinder them. She said that the information is being downloaded, we won’t lose anything; we’ll always have the history to go back to. She would like to put the BMSI software in place.

Selectman Williams said that it was his impression that the kind of reports Mr. Edelblut wanted for the Water Department require accrual and he wondered if we could do that with BMSI or Quick Books. Selectman Fish asked for Mr. Edelblut’s comments on the letter from the Auditors. He said that when there are this many material weaknesses, there are also risks of fraud. Selectman Williams said he would like to minimize the risks as much as possible and that is why he does not want to change

software programs until the mistakes are corrected. Selectman Williams is concerned with the “Due To/Due From” that need to be reconciled. Mr. Branscombe said that Deb is not a bookkeeper; she is a 22 year veteran of finance. She would not allow us to put “junk in”. Selectman Fish said that he would like to have this board write a letter to Tamar asking if she feels comfortable with us moving to BMSI now.

Mr. Chalmers said that he is responsible for keeping the records for the State. He said he spoke to the previous Town Administrator before he left and he said that Caitlin was giving copies of the records to BMSI and he still hasn't seen anything. He said he might not say we don't ever need to switch software programs, just not now.

Janice Pack stated that she wanted the proper tools to do her job. She explained that BMSI is much more efficient and will enable the staff to save the Town a considerable amount of money in the long run, especially once we are doing payroll in house. Selectman Williams said that he had asked for reports from BMSI at a previous meeting, and still hadn't seen them. Chairwoman Boissonnault would like to move forward and she recommends that we run parallel accounting systems. Selectman Williams said we need to fix the long term mistakes that are in Quick Books first. He said that we cannot just take the balances in Quick Books and move them over to BMSI. Things need to be tracked down piece by piece first to make sure that the Town's books are properly structured and all of the information is correct. He would like to look at other municipal software packages that are available. He said that he had heard from a number of towns who had negative comments about BMSI.

Chairwoman Boissonnault motioned that we move forward with BMSI as we had previously intended and make sure that our reconciliation is put into place. Selectman Fish seconded.

Selectman Williams said he thought it was a very bad choice for this town and these residents, and that we would be spending money that we didn't need to. Selectman Fish asked why the auditor would tell us to use BMSI...but Selectman Williams interjected that she didn't tell us we needed to use BMSI; she just said we shouldn't use Quick Books. Selectman Williams said we shouldn't bring in a second set of software just because the staff likes it. Returning to the Motion on the table: **Chairwoman Boissonnault and Selectman Fish were in favor; Selectman Williams was opposed. Motion passed.**

Chairwoman Boissonnault brought forth the invoice and motioned to have it paid in the amount of 50%, Selectman Fish seconded. Chairwoman Boissonnault and Selectman Fish were in favor and Selectman Williams was opposed. Motion passed.

Selectman Fish said to Selectman Williams that he was having a really hard time understanding why this Board was having such a hard time moving forward with BMSI when the previous Board approved it. Selectman Williams said the previous Board agreed to Beta Test the BMSI software. He felt that both Scott and Caitlin were unhappy with their relationship with BMSI and said that they had missed many deadlines. Selectman Williams said that BMSI has not given us a contract for the basic software package; the contract was for WebLedger. Selectman Fish said they had met with the Auditor and she said that Quick Books was insufficient. He relies on information that the professionals in our municipal field are giving us. Selectman Williams feels that we are creating more work for our office staff.

Selectman Fish read the last sentence in the 3-page audit letter which states: “We are aware that the Town has been working to set up a new general ledger system using more government-specific software, and we are anticipating that these issues will not reoccur.”

Nelson's Candy Store - Jim L said at a previous meeting we had tried to determine ownership of the problem area. Mr. Nelson does not own it; it is a town asset/liability. As Jim mentioned at the last

meeting, he took a video which showed the water is coming in through the wall. He said he doesn't believe it is in danger of imminent failure but it has been getting worse over time. Water is not friendly to mortar, so we will see a failure at some point. He asked what we want to do to fix this and remove our liability. Filling it with concrete would be a \$20,000 - \$30,000 cost. It could be done with Town employees but we'd have to dig up the sidewalk.

Chairwoman Boissonnault said that we reached out to Primex to see if it was something that could be put under the insurance but they said that a claimant would have to establish negligence by the Town. Chairwoman Boissonnault said that ever since it started leaking, Mr. Nelson has let the Town know about it. By not taking care of it, Chairwoman Boissonnault feels that the Town is liable. She feels with the current water issue, Mr. Nelson is not able to sell his building.

Selectman Williams said that we do not have any money in the budget for this repair, and he would not be in favor of the Board taking money from somewhere else to pay for this, so he would want to put it to Town Meeting to see if the voters want to spend their tax dollars to fix this. There could be a case for ignoring this on both sides. He feels there is no urgency other than that Mr. Nelson would like to sell the building. It's not a life safety issue. Jim L said that there is more water coming in now. He said that you actually have slime on the walls. He's not an engineer, and he can't say how long it will last. Selectman Fish agreed with Selectman Williams and said that it should be put to the voters. Jim L said the Primex letter refers to negligence. He wasn't here when it first happened so he can't say, but there wasn't any written correspondence between the parties, although he knows there was verbal correspondence. He wonders what might happen if someone decided to pursue legal action. Chairwoman Boissonnault said perhaps we should have Primex come out and look at it and see what they say. Jim L will work with Mr. Branscombe to move forward with that.

Deb Mortvedt said when this was first brought up last year, she asked if we were going to check all the other basements on Main Street for water. She remembered that Doug Nelson said he wasn't going to fix it because of the asbestos.

Habitat for Humanity – Scott Slattery said he's been out to a site at 19 Pleasant Street, and he wants to partner with the Town of Wilton to build a single family home for a family that meets the criteria for Habitat for Humanity there. He said the misconception is that Habitat builds a home and gives it away. The home is actually built using volunteer labor including the people who will be living in the home. He detailed the programs that Habitat for Humanity offers. Deb Chisholm accompanied him. Selectman Williams said the lot isn't the flattest lot and he wondered what they need to do first. Mr. Slattery said there is some site work to be done, and his build crew is really excited about it. He said they could also do a Veteran Build. Selectman Fish asked what our next steps would need to be. Mr. Slattery suggested a meeting with Mr. Branscombe to get a letter showing a partnership with the Town of Wilton. Selectman Williams said that this year at town Meeting we passed an article that empowered the Select Board to acquire or dispose of town property. There will need to be a public hearing with the Conservation Commission and the Planning Board first. Selectman Williams said that this Board will hold the public hearings; there will need to be 2, after the Boards have both met and discussed this. Mr. Slattery looks forward to that. Mr. Branscombe has worked with Habitat for Humanity before and looks forward to working with Mr. Slattery.

Purchase of a New Skid Steer - Jim L returned to the table to discuss the purchase of a new skid steer. At the last meeting Selectman Williams had asked Mr. Branscombe to contact DRA to find out if we could enter into the lease. There is a revolving fund with \$15,000 in it that would cover the first year's lease payment. Selectman Williams said that the revolving fund is where all of the expenses for the recycling fund should be paid from. Similar to the one for ambulance where it is a multi-town set of

expenses; this is supposed to be used for ALL of the costs for recycling. He said we would need to be sure we have sufficient funds to do the operation of the center along with this purchase. He said in 2015 the Town voted to discontinue the Recycling Center capital reserve fund and move the funds into the general fund, and then the money was put into the revolving fund ~~the following year~~ *in the next*
Warrant article 1 KRW

Selectman Williams said we need to do an accounting to find out exactly how much money is in the revolving fund to see if it can be afforded. Selectman Williams also said to talk to the other towns about this; it is on the agenda for the Recycling Committee meeting this Friday. Jim asked if the Board was okay with him renting something in the meantime. It would cost \$3,400 a month to rent. Selectman Williams said it might cost less to have the guys work overtime once the machine is in place. He said to be sure that the money is there first.

Job Description for the Administrative Assistant - Chairwoman Boissonnault made a motion to accept the job description of the Administrative Assistant with one amendment to delete the second reference to assessing software. Selectman Fish seconded. All were in favor; motion passed.

Job Description for the Finance Officer - Selectman Fish asked that the line stating "general supervision" be changed to "direct supervision". Selectman Williams does not agree that the title "Finance Officer" is appropriate. He feels that implies a level of authorization that is inappropriate. He feels that the job description implies someone who gets to do a lot of things independently. He feels a finance officer is typically a full time employee in a larger community, and has more interaction. Chairwoman Boissonnault said she feels that a Financial Specialist sounds like it handles a certain portion of the finances. She feels that it doesn't matter how many hours are worked, but that Deb does cover all of the finances not just specific small items. She also anticipates that she will be covering what an accountant used to come in and do. Selectman Williams was opposed to that; saying we need more transparency and not just one person handling the finances. He wants someone with significant accounting skills to be the counterpoint to the town employee who is authorized to write checks. Selectman Fish said he is okay with the terminology since she would be the primary lead, and Financial Specialist implies a team. Mr. Branscombe said that the Town Treasurer is that second set of eyes. Selectman Williams said that the Town Treasurer is not supposed to work in the General Ledger.

Chairwoman Boissonnault moved to accept the Finance Officer job description as amended. Selectman Fish seconded. Chairwoman Boissonnault and Selectman Fish were in favor, Selectman Williams was opposed. Motion passed.

It was noted that we will add to Paul's description that it is his responsibility to schedule a meeting with the auditor and the Select Board after the audit has been conducted.

TOWN ADMINISTRATOR UPDATES:

Purchasing Policy – Mr. Branscombe shared the 2 purchasing polices and asked for the Board's input. He noted that the department heads had reviewed them, and favored the Town of Greenville one.

Primex PRIME is a 10-step program to save the Town money on insurance and we are working on meeting the requirements for this.

Town Credit Card - A draft of the new Credit Card Policy has been done and is included in the folder.

Rules of Procedure for Select Board – a draft for approval is also included in the folder

Civic Live Contract – ready for signature now. **Selectman Williams moved to approve the Civic Live Contract as amended by our attorneys, Chairwoman Boissonnault seconded. Chairwoman Boissonnault and Selectman Williams were in favor; Selectman Fish opposed. Motion passed.**
The contract was signed.

RMON Office 365 – We are getting license count to proceed. Selectman Williams explained some details of Office 365 and the costs associated with it. Selectman Williams stated that he has no problem getting 365 for the administrative people that need it, but he doesn't want to just get it for everyone.

Library Invitation – The Library has invited the Select Board to join them on 8/16 at a time that is agreeable to them. Chairwoman Boissonnault said any time after 5:30.

The meeting on the new dam is July 19, 2018 at 9:30 here in the Courtroom.

Mr. Branscombe brought up that the Survey Monkey account is not usable as it had been set to renew on the Town credit card which is no longer valid. We can send a check for payment; the annual fee will be \$372. **Selectman Williams moved to renew the Survey Monkey account.** Chairwoman Boissonnault asked who was using that. Apparently only Jennifer Beck is using it on a regular basis. **Chairwoman Boissonnault seconded. All were in favor; motion passed.**

Ambulance Name Change – Mr. Branscombe noted that Steve Desrosiers would like to change the name from The Town of Wilton Ambulance Service to The Town of Wilton Ambulance and EMS Service as that will enable them to apply for more grants. **Chairwoman Boissonnault motioned to change the name from The Town of Wilton Ambulance Service to The Town of Wilton Ambulance and EMS Service. Selectman Fish seconded. All were in favor; motion passed.**

OTHER BUSINESS:

Chief Olesen joined the Board to discuss the \$100 parking tickets and 2 letters received from upset people who received tickets for parking in the No Parking area at Garwin Falls. He said the Department is fielding 2-5 calls per day about cars parked on private property. Since June the Department has issued numerous parking tickets, which they have issued rather than tow the cars. He fields 5-10 calls every Monday from upset individuals who received tickets; most from out of town. Chief Olesen noted that we need to update our Parking Policy which is from 2005. If the original ticket is not paid, an additional \$5 is added and if it's still not paid, a summons is issued for court. As of today, 70 tickets were paid for a total of \$5,105; an additional 63 tickets are unpaid. Selectman Williams said that the problem with Garwin Falls is that there is no place to park and walk to the Falls.

Jim L said that last Monday he went out there with the loader and pulled out over 300 pounds of trash between Garwin Falls and the Horseshoe. Chairwoman Boissonnault referenced a letter sent to Sam Proctor regarding trash being picked up. Selectman Fish asked Chief Olesen if there was really a potential for him to attend 60 different court hearings; he said Yes. The amount of the parking ticket was discussed, but all thought \$100 was fair. Selectman Fish thought we should tow the cars. Deb Mortvedt suggested calling the TV station to report on this.

Chief Olesen also noted that there need to be signs put on the other side of the defunct dam; Jim L will take care of that.

There is also a problem with people parking in the cemetery and walking to the Falls. Selectman Williams said that it would be uneven enforcement to only allow cemetery parking.

Mr. Branscombe distributed Mr. Chalmers letter requesting reading of non-public minutes. Selectman Williams said he and Selectman Fish spoke to Mr. Chalmers outside before the meeting about the non-public meeting held recently with Tamar as Mr. Chalmers had felt he should be included.

PUBLIC COMMENTS:

Joe Torre asked what the official status of his 91-A request was. Mr. Branscombe said he contacted NH Legal but they were unprepared to act as referee. Selectman Fish said that the 91-A request was for the Library to answer. Joe feels the information should be here at the Town Hall for anyone to review. He

said that the Library has done their reconciliation for 2016 and 2017 and he wants to know if they overspent or underspent. Selectman Williams said Molly Shanklin presented the reports at Town Meeting, but Joe still wants to know how much money is left over as it is supposed to be returned to the Town. He said that earlier the Select Board cited an RSA saying that internal controls need to be established as concerns taxpayers' money. He said if the figures are not available to the Select Board, they are not available to the taxpayers. Selectman Fish said that he shares the same concerns. Joe suggested that the Select Board make a 91-A request to the Library. Selectman Williams cited the Town of Littleton versus Taylor, and disagreed that money was supposed to be returned to the Town.

Deb Mortvedt referred to the letter from the Auditor and asked when it had been discovered. Selectman Williams said that after the former Town Administrator quit, he had called the Auditor and she sent the figures to him as well as the letter. He found out that the Auditor's letter is supposed to be added to the Town Report, and it had not been. He received it in April; the rest of the Board discovered it just recently. Deb asked if someone had done something illegal. She wants to know if any of the former employees are receiving unemployment; Mr. Branscombe said that they are not.

**Entering into nonpublic at 10:19 PM for purpose of discussion under RSA 91-A:3, II (a)
Compensation**

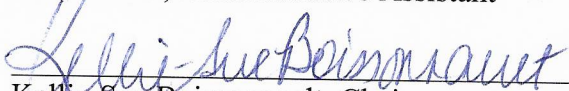
Chairwoman Boissonnault made motion to enter nonpublic, Selectman Fish seconded. All were in favor; motion passed.

Selectman Williams made motion to exit nonpublic at 10:51 PM, Selectman Fish seconded. All were in favor; motion passed


Signing resumed of the items needing Select Board Approval (Minutes, Manifest and a letter from Eversource regarding a pole replacement). Chairwoman Boissonnault encouraged the Board on the off week to stop by the office on Payroll Mondays to sign so it doesn't hinder getting payroll out. She would also like to have the policies that Mr. Branscombe brought forward to be reviewed put on the agenda for the next meeting so a decision can be made.

Selectman Williams moved to adjourn this meeting at 11:00 PM; Selectman Fish seconded. All were in favor; motioned passed.

Respectfully Submitted:
Janice Pack, Administrative Assistant


Kellie-Sue Boissonnault, Chair


Kermit R. Williams


Matthew S. Fish