

Wilton Select Board

Work Session

August 7, 2018

Attendees: Select Board Chair Kellie-Sue Boissonnault, Selectman Kermit Williams, Selectman Matt Fish, Finance Officer Deb Harling, Treasurer Bill Chalmers, Town Administrator Paul Branscombe, Recording Secretary Janice Pack

Chairwoman Boissonnault called the work session to order at 3:00 PM and all stood for the Pledge of Allegiance. She then reminded all that this was a work session to clarify the duties of the Treasurer and the Finance Officer, and that public comments would probably not be taken.

Regarding the Investment Policy, Mr. Branscombe said that the Investment Policy shown had been approved by the Town of Greenland. Mr. Chalmers asked **when** the document had been approved as he felt that the provisions for safe keeping were outdated. Selectman Williams agreed that it seemed like we were asking them to bond the money we have in their bank. The RSA also says that if you have FDIC secured deposits, that is acceptable as well.

Moving to the Delegation of Financial Functions, Mr. Chalmers said that at the meeting during which this document was introduced, it was presented as being approved by DRA. He did speak to them, and they said that they cannot approve documents. He said there was a clear division of duties where Deb writes the checks and he signs the checks. The Town Clerk makes the deposits. Mr. Chalmers stated that ALL the money needs to be deposited through the Town Clerks office.

Deb stated that it is up to the Select Board to establish the internal controls. The Town Clerk takes in taxes and other items set up by the RSAs; generally other revenues are taken in by the Select Board office. Chairwoman Boissonnault said that RSA 41:9-I does state that the Select Board office can receive the other funds. Selectman Williams said that the Treasurer has the option to delegate who takes in the deposits, and he would like the Town Clerk to handle ALL deposits. Chairwoman Boissonnault said the RSA states that the Treasurer must provide a written letter of delegation. Selectman Fish clarified that the intent was for someone from the Town Clerk's office will be the one to physically make the deposit; Mr. Chalmers agreed.

Selectman Williams said that he wanted the Item 1 to be reworded to show that the Finance Officer makes the bank deposit slip and hands it off to the Town Clerks office. The Select Board would like a manifest of the deposits that Deb writes up. Mr. Chalmers said that Melissa Schultz may have some input, too, as she is ultimately the one who will end up with the deposit.

It was agreed that Item 2 was fine.

Item 3 - Deb thought she should process the REQUEST for the transfers and submit them to the Treasurer. Mr. Chalmers said it was routine; Selectman Williams said that it is the authority of the Treasurer and does not need Board approval. Deb and Bill both agreed that documentation was essential.

Item 4 – Mr. Chalmers said that this is what is already being done. He said Jane currently runs an end of month report called The Treasurer’s Report and compares it to the bank statement. Selectman Williams said Jane needs to be sure to include the items that Deb does a deposit manifest for. Mr. Chalmers said he would like to start receiving 2 reports on a monthly basis: a balance sheet and a trial balance. We will add those reports to the list.

Item 5 – Mr. Chalmers said these procedures are already being done.

Item 6 – Selectman Williams asked if this only applied to returned checks that were not for the TC/TX. Mr. Chalmers said that both Deb and Jane need to be aware of this.

Item 7 – regarding the transfers to the School. This is being treated as a payable, and we can continue doing it that way.

Item 8 – periodic transfers – it was decided to strike this, too.

Responsibility of Staff – strike “Select Board and”

We will rework the document and put its approval on the agenda for the 13th.

Credit Card Policy Chairwoman Boissonnault asked for the Board to approve the \$5,000 limit for each Department Head. The Town Administrator has a limit of \$10,000, and anything above that amount would first go to the Select Board for approval. **Chairwoman Boissonnault made a motion to accept the amendment to the credit card policy with the limit up to \$5,000 for the Department Head. Selectman Fish seconded.** Selectman Williams brought up the clause of credit card use being the last resort; Ms. Pack read the minutes from the last Select Board meeting where that was discussed, and it was decided to not include it. Selectman Williams said that we need to have some purchasing processes to keep our costs down. Prudent purchasing practice is what he’d like to see. Mr. Branscombe said that we are trying to do that, and we are also trying to buy locally. Deb said we could add it to the Purchasing Policy. Selectman Fish said he agreed with the sentiment that Selectman Williams describes, but he doesn’t think it applicable for the Town Administrator to query all of the purchases. He doesn’t see the justification of the time taken to do that. **Call the Question: The vote was 2-0-1; Selectman Williams abstained. Motion passes.**

Mr. Chalmers said that we’ve been without credit cards since March and he hasn’t had anyone come to him with a problem. He’d like to see a list of everyone who wants a credit card, and what limit. Janice will get that for Mr. Chalmers. Selectman Williams also noted that we have certain categories that are allowed. Mr. Chalmers said that he thinks the Select Board and the Town need to specifically bar the category of Food. He feels that this does not serve the mission of Wilton. Deb said that if there are people approved to go to a convention or training, there is an amount allowed to be provided. Chairwoman Boissonnault said perhaps we need to adopt a policy for travel and determine if we are going to follow the government guidelines.

Mr. Chalmers suggested setting up a separate card for travel expenses.

Investment Policy Returning to the investment policy, Selectman Williams asked if there was an Appendix C. Mr. Branscombe said there was not one submitted. Selectman Williams said it was his understanding that it was the Treasurer’s choice of banking institutions. Selectman Williams said that we need to have a cash flow prediction and Mr. Chalmers said that we should be able to do this in theory. Deb said until everything is up to date, it will be a theory at best. Selectman Williams wanted to strike the safekeeping and collateralization

paragraph. Selectman Williams said we should instead follow B. Selectman Fish said including A as well as B covers us better. Selectman Williams said we should take the funds we don't need immediately and put them in the public investment pool. Selectman Williams said including both A and B gives the Treasurer the option to choose. Selectman Williams said the State wants municipalities to keep excess funds in the Public Investment Pool. **Selectman Williams motioned that we remove RSA 41:29-V(a) and replace it with RSA 41:29-V(b), Selectman Fish seconded. All were in favor; motion passed (3-0-0)**

It was noted that the Select Board want to add cash flow prediction to Deb's duties.

Chairwoman Boissonnault wanted to clarify that when the check manifest has been signed by the Select Board, all checks need to be signed. Mr. Chalmers said that the agreement was made that the checks would be ready to sign by noon on Tuesdays. This time that was not done because there were not 2 Select Board signatures on the manifest. Mr. Chalmers decided that an easy fix was to change the date of the payroll. Selectman Williams thought it would be easy enough to change the pay date to Friday. Chairwoman Boissonnault said right now the cut off time is 2:00 on Tuesday to call in payroll for the Wednesday pay date. Deb said she would check with the state; Selectman Williams said he believed it was an 8 day window, and all he needed to do was notify the employees that we were moving the pay dates to do this. Chairwoman Boissonnault asked Deb to get the information and bring it back to the Board.

Chairwoman Boissonnault said she did understand that the Deputy Treasurer role was the option of the Treasurer, but she was concerned about the Town not having one. She asked if Mr. Chalmers was interested in nominating a deputy and he said "not at this time". Chairwoman Boissonnault then asked the Select Board to go down to the bank and sign signature cards so that if the situation ever arose, a Select Board member could sign. Mr. Chalmers was adamantly against this. He felt it was more important to get the policies and procedures in place; Chairwoman Boissonnault said we are working on this.

Selectman Fish said that since this topic causes friction, we might want to table it for now. It obviously antagonizes the Treasurer and though he hopes he will agree with us at some point, we could certainly have an emergency meeting to take care of this if needed. Selectman Williams agreed. Mr. Chalmers said there is no alternative and he sees no reason to appoint one. He said that based on the contentious atmosphere he's been subjected to, he's not going to appoint one. He said "Is the Town at risk? Yes."

Chairwoman Boissonnault said that one Select Board member cannot act on its own...she said that the Select Board and the Town Administrator DO have the right to speak to the bank as we are their customers and the Select Board is fiscally responsible for the Town. Mr. Chalmers stated "You are on the border of interfering with my job as the Treasurer".

Deb asked to go back to one thing: Mr. Chalmers suggested, and she would like to move that we change the date for signing checks to from Tuesday to Wednesday by noon. All agreed.

Mr. Branscombe thought this had been a very productive meeting; and Selectman Fish agreed. Mr. Chalmers said he wasn't sure if he could sign the agreement but he had no objection to what was done here today.

Mr. Chalmers will write up a Delegation of Deposit Authority.

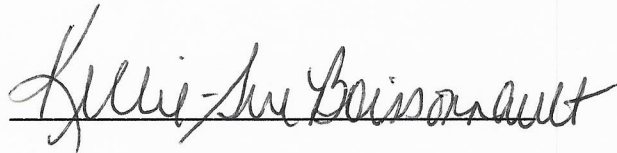
The Select Board would like to see a Purchasing Policy for review, and the other policies revised and ready for review on the 13th.

Mr. Chalmers said there needs to be General Policies and Procedures as well; Mr. Branscombe will do a general overview for that. Selectman Williams would like an update on the 13th as to where we are with the books. He would like the Select Board to get copies of the budgets at every meeting going forward, or at least monthly. Chairwoman Boissonnault wanted Mr. Branscombe to have the authority to tell people to cease spending if necessary.

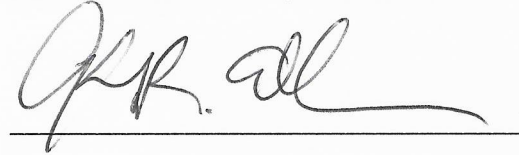
Mr. Chalmers asked if he was supposed to sign a check for a department that was over budget. He was told that if the check was included on the manifest signed by the Select Board, then he was to sign it. (RSA 42:29(a))

Selectman Fish thanked everyone for participating.

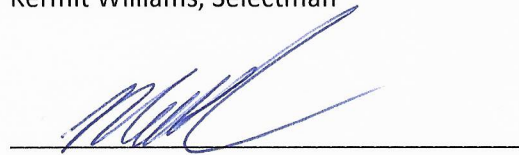
Selectman Fish motioned to adjourn. Selectman Williams seconded. All were in favor; motion passed. The work session was adjourned at 4:52 PM.



Kellie-Sue Boissonnault, Chairwoman



Kermit Williams, Selectman



Matt Fish, Selectman