

TOWN OF WILTON  
SELECTMEN'S MINUTES  
WILTON FIRE STATION

Date: March 26, 2018  
Time: 6:30 P.M.  
Place: Wilton Fire Station  
Present: Chair Kellie-Sue Boissonnault. Select Board members Kermit R. Williams and Matthew Fish.  
Town Administrator Scott Butcher. Recording Secretary Pamela Atwood.

The meeting was called to order by Chair Kellie-Sue Boissonnault at 6:30 P.M.

Captain Don Nourse presented for the Fire Dept. He has a Power Point presentation to go through with the Select Board. UTV would like to be acquired by the Fire Department for search & rescue, brush fires. It would be available for EMS and Police Department. They got quotes from local suppliers. He presented the options. They are applying for a grant for this vehicle. Typically grants awarded are about \$15k. Training is at no cost to the Town. Souhegan Motor sports offers a no cost 11 months program through Kawasaki. After 10 hours they would give it a maintenance check. At this point we could give the vehicle back if the Town did not want it. Brookline and Milford have done this program. Kellie-Sue Boissonnault asked where it would be kept. Don Nourse stated the fire station. Kellie-Sue Boissonnault asked what would you do with items you had purchased. Don Nourse buy units with tract outright and not buy skid unit without the grant. Kellie-Sue Boissonnault asked about goggles and helmets. Don Nourse they have repelling helmets, safety glasses already for rescues. Matt Fish is the loan program making your decision or do you want the Kawasaki. Don Nourse excellent opportunity to get it for the \$250 maintenance cost. They drove Kawasaki, easy, converts easily. They drove them, they liked the Kawasaki. Kellie-Sue Boissonnault asked how often will you use it? Don Nourse told of the most recent response situation. Chief Eric Olesen spoke. It was a Kawasaki that brought this person out. Don Nourse thinks the help will be huge. Jim Cutler spoke that four calls just last year where they would have used it, just the Fire Department. Kermit Williams summarized the costs: use for 11 months just gas cost, the maintenance and insurance. He doesn't see a downside. Kellie-Sue Boissonnault asked about training. Don Nourse responded. Matt Fish said if they don't get the grant money you come back to Town Meeting. Don Nourse stated depending on the benefits.

**Motion:** Matt Fish moves to authorize Fire Department to enter into an 11 month loaner program with Souhegan Motor Sports for the proposed Fire Department UTV. Kermit Williams seconds. Motion carries 3, 0. Future funding will be a future meeting with Scott Butcher and possible Warrant Article. Matt Fish said Scott Butcher would figure out registration procedure. Eric Olesen spoke. The Board thanked Don Nourse.

Jane Farrell was next on the agenda, but was not present yet.

### **Public Comment**

Eric Olesen had a meeting with Capt. Frye regarding MACC Base. Milford PD has an agreement with MRI for a study. Milford has included Wilton to take part in the discussions with no cost to Wilton. Eric Olesen invited Town Administrator and Select Board members to these meetings. Kermit Williams explained that MRI is a consulting firm. Eric Olesen's concerned about poor radio communications for his staff. Need resolution. Matt Fish is the new MACC Base Select Board Representative, he would like to

meet with Eric Olesen first. Eric Olesen said to include Jim Cutler as he's on MACC Base Board of Governors. The Select Board thanked Eric Olesen.

Tom Schultz – revisit discussion with Heritage Commission regarding Muster Truck as it should be offered to them first before going out for sale. Kellie-Sue Boissonnault said if it came up they would review with them.

Jane Farrell arrived. Some board members still needed to be appointed.

Matt Fish Planning Board appointed Bart Hunter to replace him. Kermit Williams said they need to approve Bart. Jane Farrell assumed these people reached out, but they did not. Kermit Williams stated we should ask each committee if they want to reappoint these people. Kellie-Sue Boissonnault asked Jane Farrell to talk with the committees to bring forth any candidates nominees to be appointed.

Scanning and record retention- where does this stand? Kellie-Sue Boissonnault asked Scott Butcher. Ricoh is the only one in house right now. Office systems of Vermont need to come assess documents.

Jane Farrell credit card status with hardware folks? Scott Butcher stated they haven't selected swipe machines. Contract has been signed. He has no timeline. Waiting for firewall replacement quotes. Matt Fish uses TD Clover for his business. Jane Farrell asked to move forward with ACH portion? For online options, online renewals. Scott Butcher said contract is in place. Call Sandy Rowe and you can do that immediately. Kermit Williams asked about website conversion? Jane Farrell stated easy.

Jane Farrell talked about town owned parcels. Warrant Article approved, what to do with a couple town owned parcels. Kellie-Sue Boissonnault thanked Jane Farrell.

Treasurer Bill Chalmers came to the table. He does not have good news. Finally got access to TD Bank to get a picture of cash. It was not made available till Friday 4pm. He also received the letter from the Select Board.

Items of contention: Couldn't see bank records, not illegal bill payment. Trying to validate short term investments with PDIP. Once paperwork is in he will be able to get whatever it is. To verify that money is in your possession. Not adverse to try to fix, act as a reasonable person to make sure we have the money we have to spend.

Bill Chalmers hears rumors saying he's accusing people. He's seen no evidence of mishandling. One minor issue but the Attorney General will take care of that. He has asked for the information. Information should exist in somebody's file cabinets.

Kermit Williams assignment to talk to auditors. Conform to law was the question from Bill Chalmers. Kermit Williams told what the auditors do, big fraud would be seen, little ones would not. Bill Chalmers said there are financial irregularities – your auditors didn't catch it.

Kermit Williams has discussion with Tamar – Other towns do ask for an audit when a treasurer leaves. They could do this quickly. Tamar says the old treasurer usually wants it. Bill Chalmers he hasn't seen anything. He sees funny things, suspicious things. Kermit Williams says there needs to be written delegation for treasurer to delegate authority. Bill Chalmers is asking for such information for evidence.

Kellie-Sue Boissonnault asked if there was a deputy treasurer. Bill Chalmers said Gary Crooker agreed to sign checks in the interim, temporary. Bill Chalmers said Select Board can put a list of candidates together.

Kellie-Sue Boissonnault said you are responsible to assign someone. Bill Chalmers will do that. Kermit Williams stated the Select Board has to approve his nomination. Bill Chalmers said Gary Crooker is only temporary because of the conversation. Kermit Williams said he needs to find someone to nominate.

Bill Chalmers said he is not paying bills, that's bad. Kellie-Sue Boissonnault says the vendors need to be paid. Bill Chalmers needs to look at the accounting system. Kellie-Sue Boissonnault stated that the treasurer is obligation to sign checks after the Select Board signs manifests. Bill Chalmers doesn't have the level of confidence. Can't get what he needs. Friday big boost. Short term investments sitting on the balance sheet that no one can account for. Once that person (?) talks to him he will get exactly what is needed. Matt Fish asked him to tell the Board what he needs. Bill Chalmers gave Scott Butcher a reply to the letter from the Board. Matt Fish stated you need to document what you want.

Kermit Williams said a document of financial procedures that this Board can agree on needs to be completed. Bill Chalmers thinks documents don't exist. Matt Fish says so we will create these documents for you. Bill Chalmers spoke to DRA today. Advise on how to approach the problem. How many years since you looked at system? "Gotta know what's in the check book."

Scott Butcher received the treasurers list just before meeting. Bill Chalmers fiscal policies maybe instructions, maybe documents. Matt Fish is concerned about short term investments. Prioritize the list. Bill Chalmers stated it's a cart before the horse. Payroll is being paid, he took care of that. Kermit Williams said we need to do first thing: financial policy and procedure. Matt Fish said to follow up with DRA. Bill Chalmers different scenarios were offered by DRA.

Kellie-Sue Boissonnault asks that he works with us. Not to stop. Bill Chalmers does not know until he saw the bank records. He was going to until he read the letter. Scott Butcher recommended while we are working on those things move forward to get bills paid. Can't hold up towns business. With Caitlin Martin gone we are in a bind. There is already one vendor with late fees. There are other vendors coming in that position of 90 days old system in place. Kermit Williams said we don't have a system in place, he doesn't think it exists.

Scott Butcher said we need to function while the systems get put into place. The previous treasurer was on before Kermit Williams came on board. Not clear to Kermit Williams that Jerry Greene was as disconnected as he was. Kermit Williams volunteers to work on a set of financial procedures. Bill Chalmers said he will work with budget committee. Matt Fish asked the treasurer to work with Pam.

**Motion:** Matt Fish moves to instruct Kermit Williams to work with treasurer to work on the first draft of financial policy and procedure. Kellie-Sue Boissonnault seconds. Motion carries 3, 0.

Town email address is done and ready to be used by the Treasurer.

Kermit William on audit report. Most important document is letter of engagement. Signed a three (3) year contract through 2017. Kermit Williams will forward a draft to Matt Fish and Kellie-Sue Boissonnault. Kellie-Sue Boissonnault stated that there shouldn't be interaction via email. Kermit Williams stated that has to do with having a meeting. Anyone can send the other two documents. Kellie-Sue Boissonnault wants it on record that she doesn't feel comfortable having email being sent directly to other members. Matt Fish agrees with Kellie-Sue Boissonnault.

### **Select Board office job**

Scott Butcher called MRI for an interim bookkeeper. Catlin Martin came in today to give us some time and can assist in a bind. Mr. Butcher will look at other agencies as well. Informed Department Heads there will be delays in receiving budget.

Kermit Williams said to look at a bookkeeping company rather than temporary person. MRI will be expensive. Have them work with our treasurer.

Kermit Williams moves to seek a bookkeeping company for a 6 month contract at the minimum to resolve our immediate need for financial process in town. Kellie-Sue Boissonnault said we don't need it. Scott Butcher should work with temp to hire to try someone to see skills. Temp to perm better arrangement. Kermit Williams states a bookkeeping firm will get us going faster. Hire a firm that has those skills in place. Come to agreement with new treasurer, to keep us from falling behind. Where we were wasn't where we wanted to be. Matt Fish said more streamlined for treasurer. Kellie-Sue Boissonnault said this position is not just a bookkeeping position, there are other duties that need to be fulfilled. We need long term. Treasurer is not the only person they would need to work with. Kermit Williams said bookkeeping company can do all financial reports, except for undefined system.

Scott Butcher said look at Caitlin Martin's job description. There is much more to it. Pam Atwood and Scott Butcher know the duties to keep town running. Matt Fish questions the Town Administrator's judgement. Kellie-Sue Boissonnault said in Town Administrator's job description that he does have the hiring authority.

**Motion:** Kermit Williams moves to contract with a bookkeeping firm rather than hire someone at this time for the bookkeeping work that the town has, Quick Books, reports, checks, and support for treasurer. Matt Fish seconds. Matt Fish aye, Kermit Williams aye, Kellie-Sue Boissonnault nay, motion carries 2, 1.

Matt Fish was under impression that town wanted all decisions made by Select Board, no offense to Scott Butcher. There needs to be a revised employment manual. This Select Board has all major decisions. Kermit Williams agrees. Kellie-Sue Boissonnault said to look at the Town Administrator job description that was put together by Kermit Williams, Bill Condra and Kellie-Sue Boissonnault. Town Administrator is responsible for hiring no firing. Kermit Williams stated that the last hire was a 2,1 vote by the Select Board stating the Town Administrator should be part of hiring process. Kellie-Sue Boissonnault said Kermit Williams shouldn't be flopping on the decision if that's what you're suggesting. Matt Fish said bad decision.

Liz Torre said that the Town Administrators job description states he can hire. Scott and Pam work full-time in town. Dave Boissonnault agrees, it's a buddy click 2, 1 against Scott and Pam, already lost one, you may lose more.

Matt Fish doesn't know clicks and buddies. Always a team effort when we hire. More eyes on a major decision, allegations of buddy system. Dave put his opinion forward. He was pushed out of Fire Department because of buddy clicks.

Matt Fish states Select Board should be involved. Kellie-Sue Boissonnault states that Scott Butcher should do initial interviews. We can have this as a 15-20 minute discussion on a regular agenda.

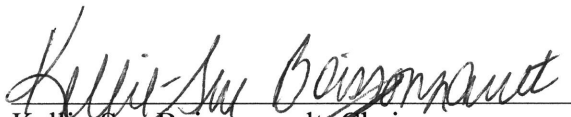
Scott Butcher said Board of Directors never get involved in hiring a bookkeeper position. That is ridiculous. He has been in municipal government for 30 years. He understood challenges, new concept, the way things have unfolded makes it more difficult. Kermit Williams has done everything to set him up for failure. Don't talk to Kermit Williams. All tried to stop him. Not RSA91A for elected officials. Matt Fish said let's get into it then. Scott Butcher said we come to work to do the best job we can.

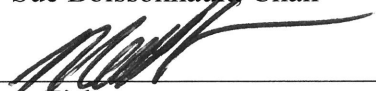
Scott Butcher said his job description and authority is being challenged every week. The new treasurer less than cooperative but we don't get any support. We have lost an employee because of this treasurer.

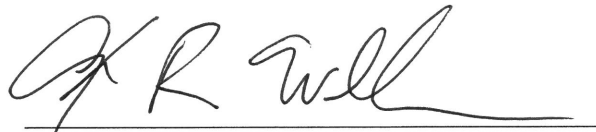
Scott Butcher resigns as of immediately. Stating Kermit Williams should be the one to resign.

Pam Atwood resigns as of immediately. Stating I can't do this alone.

Continued minutes to be submitted by Matt Fish.  
Recording Secretary

  
Kellie-Sue Boissonnault, Chair

  
Matthew Fish

  
Kermit R. Williams

4-30-12  
Date Signed