

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

DATE: April 2, 2018
TIME: 6:30 PM
PLACE: Wilton Town Hall
PRESENT: Chairwoman Kellie-Sue Boissonnault, Selectman Kermit R. Williams, Selectman Matthew S. Fish, Recording Secretary Janice Pack

PUBLIC: Chief Desrosiers, Jim Cutler, Susan Bogdan, Thomas Schultz, Mary Guild, Edwina Hastings, Bill Chalmers, Linda Jennings, Sara Spittel, Jacob Holnbeck, Mary Ellen Brookes, Ruth Smith (several others joined, but did not sign in)

Chairwoman Boissonnault called the meeting to order at 6:30 PM. She welcomed the public to the meeting and asked all to join her for the Pledge of Allegiance.

NRPC was on the agenda for tonight, but will be rescheduled as they are not yet ready. Sara Spittel, the Planning Board Chair, spoke to let everyone know that there is a contract that needs to be finalized, but NRPC is still working on it. There was conversation about who would handle the different tasks; what Michelle Decoteau can do as opposed to paying Stephen Meno or someone else on the NRPC staff.

Selectman Fish said that he was asked about an impact fee on a house that is being replaced. Selectman Williams said that the way the Ordinance is written, if you are replacing something that was totally destroyed there is no impact fee assessed.

Linda Jennings of Amherst Bookkeeping, a Wilton resident, spoke about how her company can help us with payroll and bookkeeping in the interim. Chairwoman Boissonnault asked if she had done municipal accounting previously, and Ms. Jennings said she hadn't for a long time. She is very experienced with Quick Books software.

Selectman Fish asked if there was a difference between municipal accounting and general accounting. Chairwoman Boissonnault said she would be leaning heavily on MRI (Municipal Resources) for answers. Selectman Williams explained that many things such as reporting to DRA and setting the tax rate are things that need to be done by someone with municipal experience but that the general paying of the bills and items that need to be done right away could certainly be handled by her company. Selectman Williams will arrange a time that she can meet with Stanley Greene, the Town Accountant, so she can look at the books and see what is involved, and then Ms. Jennings can give the Town a proposal.

Update on MRI from Selectman Williams: Selectman Williams said that John MacLean would be here about 7:30 PM. Mr. MacLean is a former City Manager from Keene.

Public Comments: Jacob Holnbeck from 4-Corner Farm spoke about the Easement from L-Chip; he wanted to formalize an annual review to be able to plan for the year ahead. Selectman Williams suggested plans be made for the meeting. Jacob said that the Conservation Commission and the

Heritage Commission need to be on board as well. **Action Item: Chairwoman Boissonnault put them on the agenda for April 30th at 6:30 PM.**

The Board discussed whether a new owner of a business on Main Street would need a Change of Use permit, but its retail-to-retail and Selectman Fish said one was not needed.

Mary Guild asked if they had gone to an RFP for any of the bookkeeping services that the Town would be looking for. Ms. Guild has over 30 years of experience and actually worked here at the Town Hall. The Board has not; and does not need to for this. They are trying to move quickly to fix things.

Ralph Bushman from Sand Hill Road asked how the LOD on the Dams would be handled with the absence of Scott Butcher. Selectman Williams said there are a lot of projects that will need to be looked at and rescheduled at this point. Selectman Fish said he had spoken with Jim Levesque of the DPW and given him the history of the dam.

Ruth Smith from Burns Hill Road said that she is appalled about the events of the last 6 days, and wanted to know how it happened. She could not believe that Caitlin Martin's resignation stimulated the action of 2 people walking out, and insisted that the Board provide the Town with an explanation. She wanted the Board to provide the Town with a very specific plan on how they are moving forward. She also wanted to know how MRI was chosen.

Selectman Fish said this Board is committed to complete transparency. He said there were several complaints regarding the Town Administrator, and that he didn't feel this was a one-sided story. He knows the Board takes this very seriously.

Chairwoman Boissonnault said that Scott Butcher's position as Town Administrator, the first Town Administrator in this Town, was a difficult position. She didn't always feel that he had the support that he needed. She said this was not something that was simply brewing overnight; it had been going on for some time, even before Mr. Butcher got here. She said that Caitlin Martin was stretched in different directions and made a decision on her own.

Ruth Smith said that she had reviewed the job description for Town Administrator and she hoped that the Board would be doing that as well. Selectman Fish said that when he ran for Selectman, he ran on a platform of transparency, common sense and accountability and he totally disagreed with having one person make the total decisions of hiring and firing. He looks forward to reviewing this job description. Selectman Fish did not feel that Scott Butcher was the right fit for the job.

Selectman Williams stressed that we need to look forward and not look back.

William Condra, former Selectman, said that to say he was shocked at what happened was putting it mildly. He asked the Board if they were able to obtain any exit interviews from any of the 3 individuals, and when they would be made public. He said if they did not have exit interviews, they should reach out to the individuals and try and get them. He also suggested that the recruitment company be used as a tool to reach out to those who left.

Selectman Fish mentioned that he had heard a comment that the atmosphere in the Town Hall was toxic, and he wanted to state that he felt that was incorrect. Chairwoman Boissonnault said that she had seen a lot of conflict between the two offices and that they did not work together.

Ms. Smith asked if Mr. Butcher was felt to be the wrong person for this job, what was being done about it. She asked Selectman Williams how he could look ahead without looking back to see how this happened. She said she had heard numerous complaints about the stresses, strains, and bickering in this Town Hall.

Jim Cutler asked if the Select Board was going to continue to meet at the Town Hall rather than the Fire Station, and Chairwoman Boissonnault said that they were.

Chairwoman Boissonnault asked the Board if they still wanted to make an offer to Scott Butcher and Pam Atwood to bring them back on a temporary basis. Selectman Williams asked John MacLean to join us at the table; he doesn't feel it makes any sense to ask them to come back. Chairwoman Boissonnault said she didn't want to delay this.

Bill Chalmers said that he had some things the Board should be aware of that he would like to offer them in a closed session.

John MacLean joined the Board to speak. He did suggest doing exit interviews with all 3, and said that perhaps one of them could be offered a contract to come back on a temporary basis. He wants to speak with the Department Heads, and look at the accounting system and payroll. He said as far as new Town Administrator recruitment, that could begin immediately. He talked about the interview process for the position. Ms. Smith asked what Mr. MacLean's fee would be for his services. Mr. MacLean said that MRI charges \$85 an hour. Ms. Smith asked for a hard copy of his resume. She went on to state the differences between a Town Manager and a Town Administrator.

Ralph asked about the process of interviewing, and Selectman Williams asked how we can move forward. Mr. MacLean would like to meet with available staff members and department heads first.

Edwina Hastings stated that there have been a number of people in town (department heads) who had left abruptly and asked if we were going to look into that as well. Chairwoman Boissonnault said that Legal Counsel had looked into it and that would be looked at again, too. Ms. Smith asked what effort had been made to introduce Scott Butcher to the other department heads and inform them of his role.

Selectman Fish stressed that he wanted to move forward and foster the best working environment possible. Chairwoman Boissonnault said that the Board needs to address issues immediately. The Board continued to discuss the roles of the Town Administrator including the hiring and firing of other Town employees.

Mr. Chalmers asked Mr. MacLean if his review of the town would include a full forensic financial audit. Mr. MacLean said that he's only been to two meetings and is not considering one at this time. His quick review would be intended to let the Board know exactly where we are and how we can move forward. Mr. MacLean said he would begin by reaching out through the Town Clerk's Office.

Chairwoman Boissonnault asked that the Board keep working on communication with one another. Selectman Williams shared that today he had gone through and worked on Payroll. The process was discussed. **Action Item: The Board will submit the payroll tomorrow so employees can be paid on time. The information for the 2 new employees will be submitted. The Board will need to review the payroll process to see if anything needs to be changed.**

Selectman Williams asked the Board how the 3 employees who departed should be paid. Linda Jennings stated that any salaried employees need to be paid their full salary if they did work any part of the pay period. Chairwoman Boissonnault wanted to have two points of contact on the payroll and asked Selectman Williams to advise the payroll company of her contact information as well. A discussion on mail that may have been received and not opened in a timely manner ensued.

Dave Boissonnault of Burns Hill Road reminded the Select Board that the 3 of them work for the Town. He would like to limit the liability to the Town and asked them to stop throwing out accusations.

Jane Farrell said that the mail that was distributed had been sitting in the Selectmen's Office for awhile. Chairwoman Boissonnault ended the discussion. Selectman Fish said that in the effort of transparency, the discussion was valid.

Mr. Garcia said that he doesn't know a lot of the back story, but that situation will continue to grow if we continue to wait for Mr. MacLean to do his review. Mr. Chalmers reviewed the A/P procedure.

Selectman Fish said that he is moving his email to another account to comply with the Right to Know and not conflict with his personal email. He stated the email address and it will be on the website.

The Board went over the point of contact for the Department Heads and delegated the day to day tasks. Selectman Williams has gone through the office and done the payroll, gone through some of the mail, contacted Health Trust and advised them of the change of Benefits Administrators, and found some checks needing to be deposited. The Board spoke about Michelle Decoteau and her responsibilities; she had offered her assistance to the Board if it falls within her hours. Chairwoman Boissonnault asked Mr. MacLean about the Bookkeeper position which had been called in prior to Scott Butcher's departure; Mr. MacLean does not believe it was called in.

Selectman Williams moved that the Board choose Amherst Bookkeeping Company for temporary bookkeeping services with more details including costs to be determined after Ms. Jennings has an opportunity to review the books. Also, to ask the Town Accountant to meet with Ms. Jennings and review the books with her. This will be for a 3-month period of time, with possibility to extend. Selectman Fish seconded. Discussion: Selectman Fish stressed the importance of the competitive bid process when the time is available. Selectman Williams said that the Town is not required to go out for bids on most of the things that we do. Chairwoman Boissonnault addressed Mary Guild and asked her recommendation; Ms. Guild said that she encouraged them to go out to bid as often as possible. **Call the question: All in favor (3-0-0) Motion passes.**

There was a discussion regarding who would deal with the Legal Counsel. Selectman Williams felt that with his experience, he was the best choice. Selectwoman Boissonnault disagreed; she felt that she, as Chair, should be the point of contact. Selectman Williams said the Chair was mostly a ceremonial seat whose major responsibility was to lead this meeting. Selectman Fish said he feels that Selectman Williams does have a unique skill set to deal with the lawyers, and does want to see the questions he asks as well as the replies. He does not want to change the Chair position. Selectwoman Boissonnault wants to see all communication with legal in writing, and feels that there should be no oral communication. Selectman Williams said that was ridiculous.

Mr. Arsenault agreed with Selectman Fish that communication should be in writing. Selectman Fish stated that he is all for control but sometimes a verbal conversation is the best way to exchange

information. Selectwoman Boissonnault said then that the initial communication should be in writing, but there should be only limited verbal communication. **Selectman Fish made a motion to designate Selectman Williams as the sole DTC Lawyers representative, and with any concern of the Board, for another member to be designated. Selectman Williams seconded.** Discussion: Chairwoman Boissonnault made it very clear that the majority of communication be written, with as little verbal conversation as possible.

Selectman Fish amended his motion to designate Selectman Williams as the sole representative to the Town's outside counsel, DTC Lawyers, with all conversations to be summarized in writing, and with the Select Board being able to replace the representative with majority vote. Chairwoman Boissonnault seconded. All were in favor (3-0-0); motion passes.

Ms. Farrell asked the Board if they could move forward with having shelving built in the closets. **Selectman Williams moved to authorize the purchase and installation of shelving for the closets. Selectman Fish seconded. All were in favor (3-0-0); motion passes.** Chairwoman Boissonnault will get together with Ms. Farrell on Thursday.

Chairwoman Boissonnault thanked everyone for coming to the meeting tonight and encouraged them to reach out if they had any questions. At 9:20 PM the Board began to go through the Payables.

Ms. Smith asked about the \$750 Dam Registration Fee which Mr. Butcher was charged with finding an appropriate account to pay from. At this point it is not known where that money will come from. Chairwoman Boissonnault said the Select Board will take care of it.

The Board reviewed the draft minutes of the previous meetings.

Selectman Williams moved to enter Non Public Session under RSA 91-A:3 II(a). Selectman Fish seconded. All were in favor; motion passed. The Select Board entered Non Public Session at 10:00 PM.

Public Session reconvened at 10:15 PM. Motion made by Chairwoman Boissonnault not to publically disclose the minutes because it was determined that divulgence likely would affect adversely the reputation of any person other than a member of the Board. Seconded by Selectman Williams. All were in favor (3-0-0); motion passed.

Selectman Williams moved to adjourn tonight's meeting; Selectman Fish seconded. All were in favor (3-0-0); motion passed. Meeting Adjourned at 10:17 PM.

Respectfully Submitted:

Janice Pack, Recording Secretary


Kellie-Sue Boissonnault, Chair


Kermit R. Williams


Matthew S. Fish