

Town of Milton
Board of Selectmen Meeting
March 5th, 2018
Milton Town Hall

Board of Selectmen Attendance: Selectmen Chair Andrew Rawson, Ryan Thibeault, Timothy Long, Town Administrator; Heather Thibodeau

Public Attendance: Bob Carrier, Erin Hutchings, Larry Brown, Richard Krauss, Tom McDougall, Lynette McDougall, Betsy Baker, Stephen Duchesneau, Michelle Beauchamp.

Pledge of Allegiance and Acknowledgements

Birthdates: Kyle Corson-Fire, Michelle Beauchamp-Town Clerk/Tax Collector, Alexander Monte-Rec., Benjamin Robichaud-Rec., Josh Biron-Fire, Jeff Roub-Fire, Luther Ellis-Transfer Station, Alissa Mitchell-Rec., Danielle Marique-Welfare/Admin. Assistant.

Deaths: Melinda Smith, Dennis Wing.

Old Business:

- **Bank Account, Town Treasurer and Other Concerns.**

R. Thibeault stated he received an email from the Town Administrator regarding comments from the auditors about the following areas of concern; Town Treasurers master cash procedures, withdrawals from the Town Treasurers personal accounts have been made to supply change for the master cash drawer to eliminate mileage raised concern. Expressed other issues of concern were the Treasurer having sole authority over accounts, no bank statements have ever been supplied to any BOS member or departments associated with the account, board of Selectmen need to have prior approval and needs to know of all accounts, Treasurer reports are not completed and are not discussed with the Board of Selectmen and when questioned about report status always receive push back when trying to obtain statements. A letter was sent to all area banks requesting all accounts and balances under the Town of Milton as general housekeeping. When contacting Federal Savings Bank, the bank the Town holds multiple accounts with, the manager stated R. Thibeault only had authority to discuss one account which had an approximate account balance of \$80,000.

The bank had disclosed personal confidential information without permission. R. Thibeault stated it is very clear someone from the bank is or has been in contact with the Treasurer any time anyone from the Town has any communication with the bank both physically or verbally.

-Per RSA 41:29 'upon orders of the selectmen in a public meeting or by a non-contemporaneously signed manifest signed by a majority of the board', there have been multiple instances in most recent time the Treasurer has refused to sign checks though the manifest has been signed and unsure as to why this is happening when the RSA clearly states the procedure.

-Late Fees; stated that there has been over \$1,000. In late fees in the past couple months due to checks not being signed. It is difficult to track late fees due to fees being paid by the departments as it is built into the total amount paid per vendor the following invoice.

R. Thibeault **motioned** that all late fees will come out of the Treasurers budget if result from delinquently signing checks. T. Long seconded. 3-0

A. Rawson stated last week the manifest was signed by two of the BOS and while he was signing checks two had stuck together and were missed and his signature was not complete on the actual check, one of the checks being rather large in amount and of high importance. They could

have been signed by the Treasurer and further processed but was not, RSA was not followed.

-Deputy Treasurer was not added to any bank accounts when on Dec. 18, 2017 during the BOS Meeting there was discussion to have be completed immediately. Also expressed extremely high concerns with previous Selectmen and past deputy treasurers whom had resigned was still on the accounts as a signing official. P. Arnold stated she had wrote a letter to the bank to remove the selectmen and to add the deputy, that bank policy is to keep old signature cards until a new signature is to replace and completed. R. Thibeault stated that was only completed within the last two weeks when it has been months since it was requested. P. Arnold argued the fact that bank policy is to replace a name with a new and the old name stays active until a replacement is filed. R. Thibeault stated this is false information and policy that the BOS has asked for the resigning selectmen's name to be removed from all accounts. P. Arnold stated in January 2012 it was decided that the Treasurer will sign for transfer accounts and all bills are to be paid out of the General Fund. R. Thibeault stated that policy was acceptable but did not explain to why names are not correct on the banking accounts. Questioned how it was acceptable to have persons names and signing authority on accounts for months after formal resignation that it was very clear the former Selectmen's name needed to be removed. P. Arnold stated it is bank policy to keep a name until a new is replaced.

-Board of Selectmen do not receive bank statements for any accounts. P. Arnold questioned if anyone has ever asked for them that the BOS, Town Administrator, Bookkeeper and Financial Consultant has access as well as online access. A. Rawson expressed the BOS should not have to ask and request any bank statements as they are responsible for the Town money. P. Arnold stated she is not a mind reader and does not know anyone has ever requested any statements. A. Rawson stated in his 4 years he has been on the select board he has only received one month's statements. Expressed it is not the Town Administrators job to track down bank statements for the BOS review that is the duty of the Town Treasurer. R. Thibeault questioned to H. Thibodeau the Town Administrator if she has ever been shown where documents are kept. H. Thibodeau responded that she has not in the near two years she has been with the town. P. Arnold stated employees know where the key for the filing cabinet is. H. Thibodeau questioned to P. Arnold, why she and other employees continually have to contact her to supply documents and statements especially during the time of the most recent audit.

R. Thibeault stated the bank wanted him to supply BOS Meeting minutes and approved motions stating approval for account information but the Town Administrator can have access to everything online though her name is not on any one of the Town bank accounts. H. Thibodeau stated she has access to payroll via online and has used it in the past however never been able to access any bank accounts.

-Bounced Checks. Departments are not aware of any bounced checks until months after the instance due to the Treasurer not supplying notification. P. Arnold stated it is not the Treasurers job to notify anyone. R. Thibeault questioned how the department is suppose to know of any issues if they are not supplied with any account statements. P. Arnold stated the bank provides a bounced check report to the Treasurer to which she then makes copies for the departments in question. A. Rawson questioned why the department wasn't notified of a particular significant insufficient check. R. Thibeault added that the Financial Consultant found the error due to her books not matching from 3-4 months back. R. Thibeault **motioned** that all bank statements are to be filed at Town Hall, and that the Bookkeeper and Town Administrator has access to them knowing the location of files. T. Long seconded. 3-0. R. Thibeault **motioned** that each month the Town Treasurer will provide statemnets to each responsible department associated with each account and the bookkeeper will receive a statement each month. T. Long seconded. 3-0.

-Master cash. Town Treasurer is using her personal bank account to provide change for the

Town Hall master cash drawer. P. Arnold stated there is no mileage charge by doing it this way and spoke to the auditor about such with no concerns. R. Thibeault questioned how many times a trip to Town Hall has been specifically for master cash change and no other reasoning. P. Arnold stated beginning this in March 2017 there has been 9 instances. R. Thibeault questioned when coming in to the building it is for other reason as well and not solely for master cash change. P. Arnold responded no.

-Mileage. P. Arnold stated the mileage records do not reflect master cash change trips. R. Thibeault stated round trips is what is being recorded when it is his understanding the Treasurer does not return to Town Hall each day. P. Arnold stated that the past BOS stated returning the same day for a deposit slip is not needed and round trip is for travel down and back even though it is not occurring on the same day. R. Thibeault questioned what meeting this decision was made that one selectmen's statement is not a motion. P. Arnold replied she did not know. R. Thibeault stated he found round trip mileage very alarming and concerning that it doesn't seem right. P. Arnold stated she goes to the bank and comes back to the Town Hall the next day. A. Rawson stated she does not always return to the Town Hall the next day sometimes there are days in between. P. Arnold stated previous BOS told her she could do it that way. A. Rawson expressed she does not have permission from any of the current seated board members to conduct mileage as such. R. Thibeault stated as the new policy discussion in most recent BOS meetings it was never about how mileage was reported, that prior to the new motion from the February 23rd, 2018 BOS meeting bank records have been at the Treasurers personal residence. P. Arnold responded yes that is correct but not since the new motion was made. R. Thibeault **motioned** to have Chief Krauss investigate the Town Treasurer mileage over the last two years. T. Long seconded 3-0. R. Thibeault stated he was very disappointed in how this entire conversation has gone. The Treasurer report does not show all accounts and information, since he has been a selectman the reports have not been consistent and most of the time they are received a month or two behind the current. Stated it has been previously reported by the Treasurer that the Board of Selectmen receive statements/ reports every month with specific details. P. Arnold stated previous BOS requested complete account numbers not be included to the reports and balances are as of that date not the month to date. R. Thibeault stated letters have been sent to all local banks inquiring about bank accounts and their balances. H. Thibodeau stated she has received some letters back with what account and the amount in each. A. Rawson questioned if the Deputy Treasurer has been added to all accounts to this date. P. Arnold stated the Deputy Treasurer was on vacation. P. Arnold continued to discuss per RSA 49:29A BOS names can not be on conservation accounts and Selectmen Thibeault had added his name to the current conservation bank account. R. Thibeault stated he went to the bank and signed each signature card for each bank account per the request by the bank from the Town Treasurers authority. H. Thibodeau questioned who brought the motions to the bank to request the signature cards. P. Arnold stated she assumed the Town Administrator did and the banks have gone and read BOS meeting minutes for approved motions. A. Rawson stated it very hard to believe the bank will review BOS meeting minutes looking for motions for new signature cards. H. Thibodeau suggested since P. Arnold is so close in relationship to the bankers and manager and has previously threatened a town employee to review surveillance video in a previous nonrelated incident, suggests the same happens now to see whom supplied motions to the branch. R. Thibeault stated when he is accused of doing something he did not do he will not sit and not say anything. P. Arnold stated she did not request the signatures. H. Thibodeau stated she received a phone call from the bank stating the signature cards were ready and available for the BOS to come and sign, she relayed the message to the BOS.

A. Rawson stated the penalties the Town pays for under late fees is to stop immediately, it is not

fair to the town residents, the tax payers to pay penalties for someone not doing their job. P. Arnold requested proof when the bill was received and manifest signed to then be provided to the Treasurer for signature. R. Thibeault stated all of which can be tracked. H. Thibodeau stated the issue is when the BOS have the manifest signed and there is refusal from the Treasurer to continue with signing the checks the day they are ready and available. That people are having to chase checks to be signed, the most recent instance of refusal was Friday 2/23/18 after the special BOS Meeting where there were multiple checks of very high importance. A. Rawson stated that sometimes checks stick together as he is signing each one but if the manifest is signed properly there is no reason the Treasurer cannot sign the check followed by his missed signature. P. Arnold stated she likes to review the BOS work and what the BOS does. R. Thibeault stated if the manifest is signed it is the Treasurers duty to sign each check per the RSA. P. Arnold stated Attorney Sessler suggested the manifest and all checks are to be signed prior to the Treasurers signature. R. Thibeault stated Attorney Sessler and previous administration has changed but per the RSA it clearly states the Treasurer's signature is to follow BOS signatures on the manifest alone not necessarily individual checks. A. Rawson expressed P. Arnold is the Treasurer she should know and follow the RSA's pertaining to her duties.

New Business:

- **Town Clerk Reception Chair Donation & Welfare Bicycle Donation**
R. Thibeault motioned to accept the Town Clerk reception chair donation as well as the bicycle donation to the welfare department. T. Long seconded. 3-0
A. Rawson thanked the anonymous donators for their donations.
- **Wastewater Contract**
R. Thibeault questioned the possibility of waiting for the new seated Board of Selectmen since the contract is not due until April. D. Sprague stated the main reasoning for presenting the contract now is he had a second agenda item for this current meeting. All BOS stated there was no issues with signing now to save time in the spring. R. Thibeault motioned to approve the wastewater contract for D. Sprague for \$32,568.60 pending the Town Operating Budget passes, and that the chairman signs off on the contract. T. Long seconded. 3-0
- **Approval of Wastewater Department Equipment Replacement**
D. Sprague stated the purpose of this project is to remove sludge and valve replacement prior to the project start to insure the current metal valves do not freeze during diving operations, replacing valves with rubberized will help eliminate possible issues. Stated that SUR Construction supplied a quote and will also need a dive crew to complete the project during the summer which will last a week or two. T. Long questioned the current condition of the sewer lines. D. Sprague stated they are very good due to past replacements of lines. A. Rawson questioned the date plan of the project. D. Sprague stated some time between August/September 2018. A. Rawson stated the fees are paid by users, would following town policy of multiple bids prior to project decision be a reasonable option for this type of specialized project. R. Thibeault agreed that multiple bids to follow town policy would be preferred. D. Sprague stated that would not be an issue and will be in contact once received.
- **Scheduled BOS Meeting Date Adjustment**
R. Thibeault stated the DOT parking meeting and next scheduled BOS meeting are the same day suggested with possible BOS adjustment to schedule a workshop. R. Krauss suggested first have the DOT meeting for the April 2nd BOS meeting with a workshop following. R. Thibeault motioned to continue the DOT meeting for April 2nd and a workshop for all parties involved following. T. Long seconded. 3-0

- **Political Advertisements**

R. Thibeault stated that political advertisements removed on state property or right of way were in accordance to RSA 664:14. There had been a complaint received, per the State Attorney General the signs in question were to be removed. H. Thibodeau stated she spoke with the State Attorney General's office and state law states they were to be removed immediately, signs will be at the Highway barn for 10 days after election. She stated she cannot comment on anything that has or has not happened in the past as it was a different administration and Select Board but the State AG made it very clear.

- **Banking Decisions**

H. Thibodeau stated the banking institution in interest is willing to maximize interest, and specifically handles municipal accounts. Stated that the bank representative is willing to come out on the March 19th, 2018 BOS meeting for discussions. T. Long motioned to use TD Bank for all current Federal Savings Bank accounts. R. Thibeault seconded. 3-0 R. Thibeault stated it is harder to find banking for municipal accounts that credit unions typically do not meet requirements.

- **Approval of Minutes**

T. Long motioned to approve the February 12th, 2018 BOS Meeting Minutes as written. R. Thibeault seconded. 3-0

Treasurer & Expenditure Reports

A. Rawson stated there is no Treasurer report to review but looking at the expenditure report without having an approved budget to base things off of everything looks alright thus far.

Administrator Comments

H. Thibodeau recited a letter received pertaining to Police Chief Krauss and the "good" that doesn't always go noticed in the difficult departments. Commended Chief Krauss and the department for all they do for the Town.

H. Thibodeau noted that Fire Chief Marique has most recently been selected to attend the National Fire Academy in Maryland for a 6-day course in the Leadership and Supervision series focusing on Creating Environments for Professional Growth. After speaking to National Fire Academy representative learning there is a 3% enrollment amongst firefighters who apply, she is extremely proud as the Town should be as well.

H. Thibodeau thanked Selectmen Long for picking up the torch and taking on this role the last couple months. T. Long responded with a thank you in return, he has had a good time, the decisions that the Board and Administrator has to make are really important to the best welfare of the Town of Milton. H. Thibodeau stated Selectmen Long's commitment is greatly appreciated and has provided a cake in celebration for both Selectmen Long and Chief Marique's success for after the meeting concludes. Added that she is hopeful all will be out next Tuesday March 13th to vote.

Selectmen Comments

T. Long: Nothing to report or comment.

R. Thibeault: Wanted to take a moment to thank Selectmen Long for his commitment that it has been a pleasure working closely with him the last couple months and wishes the best in the future.

Elections are coming up March 13th, 2018 and hopes to see all out to vote. Noted that anyone who knows where he lives has noticed his particular views and hopes for the election results and wishes those agreeing with him or not all are able to find some humor relief in what is most often times known as a serious task. Regardless who is elected, eager to work as a team player and continue to work together, put differences aside and continue to move the Town forward.

A. Rawson: Thanked Selectmen Long for joining the board in picking up where was left off with an

empty seat and his help. Also thanked Mrs. Long for sharing her husband with the Town and Board. Thanked the Recreation Department, especially K. Brown in a successful winter carnival.

In closing recited a letter addressed to Milton Residents;

Thank you for putting your trust in me for the past four years, I hope you have come to know me and the things I care about as I've served you as a Selectmen. I have worked hard and fought to make Milton a better place to live and raise your family. I do not believe I am done with my role and I hope to continue to serve you. As you all know I have been a strong supporter in the conservation committee, the ball fields, employees, the department heads, the recreation committee and have stood against letting a landfill come into our little town. I am here for you, your families and I'm working hard to address the concerns in our assessment this year. My goals are your goals, to make Milton the best town I can, with honesty integrity, transparency budgetary resistance we all want to be proud to call Milton our home as it is the best little town in New Hampshire. Thank you for the opportunity to serve you as there is much more work to be done and I am committed to see it thru. Thank you all, I take this job very seriously.

Other Business

R. Thibeault motioned to close bidding on old fire station. T. Long seconded 3-0

R. Krauss gave an update on donated K9, that despite continual training since accepting the donation of the K9 there is finding that the 'police drive' is not adequate to continue training. R. Thibeault motioned to contact Controlled K9 LLC to see if they will be willing to take the K9 back under their care. T. Long seconded. 3-0

Public Comments

L. McDougall: Stated she is ashamed of the Board of Selectmen and Town Administrator and their accusations tonight, feels no one has done their jobs. R. Thibeault reiterated there are rules and RSA's to be followed. As an elected official per RSA's discussions must be done in public and that too much has gone unknown for too long. L. McDougall stated she did not like how things are being done. R. Thibeault stated things have gone unknown for too long. H. Thibodeau stated that there have been multiple requests for information many times with no information provided. L. McDougall stated this meeting has made her very uncomfortable and questions wanting to run for any open seat in the Town because of this.

L. Brown: "Best town by a damn sight."

Expressed concern with timeline of events, do not have a defense to what happened. Stated it is bothersome the problem of P. Arnold will be solved if she loses. Conversation and ability to follow direction of BOS will then fall on someone new. Stated it is not courteous to do this sort of thing a week before election when events in question are ongoing.

J. Katwick: Requested the Townhouse Restoration bank statement for the last year. Stated 5 months ago he came in and requested the bank statements and invoices to which he was told could not be obtained. Stated something needs to change.

T. McDougall: Questioned about an "on-boarding checklist" to capture all required information and documents with each new elected official. H. Thibodeau stated there is for employees but not necessarily written down procedure for those elected. A. Rawson stated when he was first elected it was all protocol. T. McDougall stated it sounds as if a check list is created it may make things more simplified. Stated there is a warning message stating disk error across the screen when the computer starts. Asked if anyone knew more about MacBooks to possibly help address this issue on the computer used solely

for recording of meetings.

L. Brown: Shared a thank you to the Town Moderator during last weeks Meet the Candidate night discussion.

A. Rawson: Stated the Town Hall employees helped pick the photo contest results, photos will be hung within Town Hall.

H. Thibodeau: Stated the voters guide will be going in the mail tomorrow (3/6/18) and the Town Reports will be available this week.

R. Thibeault motioned to adjourn meeting. T. Long seconded. 3-0

Respectfully submitted;
Recording Clerk,
Danielle Marique

Chairman Andrew Rawson

Ryan Thibeault

Timothy Long