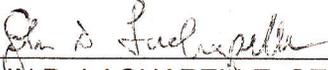


RESPONSE TO BOS MEETING MINUTES AUGUST 15, 2016

In response to the meeting minutes of 08/15/16, and in the interest of **accuracy** and **fact**, I offer the following information:

- Some time in the late fall of 2015, the then Board of Selectmen engaged the services of Municipal Resources Inc. to "provide a general review of the clerical and administrative needs of the Town, necessary in part, due to the up coming retirement of the Administrative Assistant". A contract was approved by the Board with MRI in the amount of \$2,500.00 to complete this review.
- In December of 2015, on-site interviews and meetings were held between MRI and Town Hall Staff. A January 2016 report was issued which included several recommendations, including conversion to a Town Administrator position, automated phone system, consolidation of part-time duties, updating computer software systems, and outsourcing other services.
- In the February 22nd, 2016, Select Board meeting minutes, there is reference to the MRI Report as support for a salary increase for the Administrative Assistant.
- In March 2016, I requested a copy of the MRI report and was informed that **no one** in Town Hall had the report and that the only copy was in the possession of a former Selectman. A request was made for copies and they were received on March 16th, 2016.
- A Town Hall Staffing Committee with four volunteer members was established and began work in early May. The Select Board Chairperson provided a written mission statement for the committee members which included "All meetings are open to the public.....minutes of the meetings should be taken and made available to the public".
- The meetings and minutes were and are public and do not require a prior ruling by the Select Board to be declared "public".
- On June 28th, 2016, the Select Board Chair attended our committee meeting and inquired if we were considering a part-time bookkeeper job description. She was informed that "we were largely following the model proposed in the MRI report".
- On August 8, 2016, the Town Hall Staffing Committee presented their recommendations to the Select Board. Fifteen pages, including job description, work summary, essential functions, qualifications, draft want ad, hiring timeline, and meeting notes dating back to May, were presented. Other than an introductory sentence in the minutes, a closing comment "will consider the recommendations", and two answered questions, **the minutes are silent**.
- It has become evident that there is a parallel plan in process, not shared with Committee members or the public. This has resulted in an adversarial atmosphere of mistrust and accusatory behavior which is unacceptable and damaging to the open, efficient, and fair conduct of Town business.


DATE 8/22/16
JOHN D. LACHAPPELLE, SELECT BOARD, TOWN OF FRANCONIA