

Town of Swanzey, New Hampshire  
**Board of Selectmen**  
Meeting Minutes – August 14, 2012

Present were Selectmen Deborah J. Davis, Nancy L. Carlson and Kenneth P. Colby, Jr. Also present was Town Administrator Shane O’Keefe and Recording Secretary Victoria Reck Barlow. Chairman Davis called the meeting to order at 6:15.

**Financial Matters.** Selectmen reviewed and approved accounts payable and payroll manifests.

**MINUTES.**

**Consideration of minutes of August 7, 2012 regular meeting and non-public session.** *Motion* by Colby to approve the minutes of the August 7, 2012 regular meeting and non-public session. Second by Carlson. All in favor.

**Correction of minutes of July 24, 2012.** *Motion* by Colby to correct the minutes of July 24, 2012 to replace the word “bookkeeping” with the word “Finance” and to replace the words “assistant bookkeeper” with the words “Finance Office Assistant.” Second by Carlson. All in favor.

**OLD BUSINESS.**

**Town credit card policy.** Continuing a discussion begun at the June 12, 2012 meeting (at which time the Board received a draft credit card policy developed by interim Town Administrator Rich Busick and revised by Bookkeeper Theresa Louder), and discussed further at the August 7, 2012 meeting, Selectmen considered obtaining a credit card for Town purchases. Those present discussed the potential for financial burden placed on employees when using personal credit cards for municipal purchases. Selectmen reviewed a sample policy from the City of Concord, and were curious about which portions of the sample are improvements over the original draft.

Selectmen agreed that a single card will be sufficient for all Town departments, and agreed that amendments may be warranted in the future. Selectmen discussed the number of cards needed, overall credit limit, administration of the card, documentation of purchases, and time limits for returning the card and receipts.

*Motion* by Colby to approve the credit card policy as presented with the following revisions: 1) limit issuance to a single Town card, 2) show a \$5000 credit limit, 3) designate the Town Administrator as the administrator of the credit card, 4) require that the card be returned to the Town Administrator within 2 business days of use, and 5) require that coded receipts be submitted to the Finance Office within 2 business days of purchase. Second by Carlson. All in favor.

**Town Clerk’s Office staffing.** In follow-up to Board discussion at the July 24, 2012 meeting and the August 7, 2012 meeting, Selectmen considered execution of a Personnel Action Form to increase the Deputy Town Clerk’s hours as requested by the Town Clerk.

Selectmen also discussed an August 6, 2012 letter from Town Clerk Donna Munson advising of her plan to change the hours of the Town Clerk’s office to 8:00 a.m. to 5:00 p.m., Monday through Thursday and closed on Friday, beginning October 1. Selectmen reviewed hours of operation of several other towns as provided by the Town Clerk, and discussed the potential effect on customer service of having one Town Hall department conduct business on a weekly schedule that differs from the remainder of Town Hall departments. Those present questioned whether potentially antiquated printers in the Town Clerk’s office slow down productivity.

*Motion* by Carlson to authorize O’Keefe to discuss with the Town Clerk the option—in lieu of opening the Town Clerk’s office at 8:00 a.m. and closing the office on Fridays--of also closing to the public the Town Clerk’s office (as well as the Tax Collector’s office) during the Wednesday

afternoon “quiet time” of unavailability to the public initiated on June 13, 2012; also, to increase to full time the hours of the Deputy Town Clerk, to begin as of August 20, 2012 and to continue to the end of the year. Motion authorizes the Town Administrator to execute a Personnel Action Form for the increase in Deputy Town Clerk’s hours at the existing rate of pay. Second by Colby. All in favor.

**Noise Ordinance/noise complaints.** Selectmen considered points raised by Police Chief DeAngelis in a memo to patrol officers regarding procedures for responding to complaints about noise. In the memo, DeAngelis indicates he seeks an amendment to address prolonged unreasonable noise during daytime hours, and has asked for assistance from Prosecutor Jean Kilham with drafting for Board consideration new language regarding prolonged unreasonable noise. Selectmen discussed disturbances caused by incessant barking of dogs, considered whether language specific to dogs should be included, and agreed that any unreasonable noise affects the quality of life for neighbors and should be covered by the ordinance. Selectmen agreed that police officers need to feel authorized by the noise ordinance as well as Chief DeAngelis’s memo to take action in the instance of prolonged unreasonable noise. Selectmen discussed amending the ordinance. O’Keefe said he would discuss the status of amendments and scheduling a public hearing on the ordinance amendment with Chief DeAngelis.

#### **NEW BUSINESS.**

**Computer upgrades.** In continuation of discussion begun at the August 7, 2012 meeting, O’Keefe reported that he has asked EMF, Inc., the Town’s contract technology consultants, to prepare a proposal for software and hardware replacement, but has not yet received the information. O’Keefe said that the Town Hall Information Expendable Trust account currently contains at least \$92,000. Selectmen agreed that it is time for the upgrade, and asked O’Keefe to find out whether it also will be possible to speed up printers in the Town Clerk’s office.

**Recycling Center staffing.** Selectmen discussed the need for part-time on-call help at the Recycling Center to fill gaps in coverage. O’Keefe reported that Manager Steve Stewart has received resumes from several candidates and would like to hire two candidates. *Motion* by Carlson to authorize conditional offers of part-time employment to Stewart’s recommended candidates, as well as to authorize the Town Administrator to execute Conditional offers of employment and Personnel Action Forms. Second by Colby. All in favor.

O’Keefe reported receipt of approximately ten applications for the Assistant Solid Waste Processing Facility Manager position.

#### **OTHER BUSINESS.**

**Department Head evaluations.** Selectmen discussed approach and scheduling of a work session to complete evaluations, and asked O’Keefe to provide copies of previous evaluations for the Fire Chief, Public Works Director and Carpenter Home Director.

**Tax Collector vacation coverage.** Selectmen authorized an increase in the Deputy Tax Collector’s hours to cover all business hours during the week of August 27 through August 31.

**Board and Committee vacancies.** Selectmen discussed filling vacancies on the Economic Development Advisory Committee and Revenue Development District Advisory Board created by Dave Krisch’s resignation.

**Plan NH Community Charette.** All Selectmen said they plan to attend the event scheduled for November 9 and November 10, 2012. Selectmen requested that O’Keefe attend as well.

**AFLAC.** O’Keefe mentioned he had met with representatives of American Family Life Assurance Company (AFLAC) about offering supplemental accident, disability and life insurance coverages to employees at no cost to the Town, and asked the Board whether this is something they would like to pursue. The Selectmen agreed to defer consideration until a later date.

**West Swanzey Water Company.** O’Keefe shared correspondence from the NH Public Utilities Commission regarding limits on obligations to provide service.

**325 Cobble Hill RD** (Map 82 Lot 4; Kenneth & Janice Sevene). Following up on discussions at the previous meeting, O’Keefe shared correspondence from Assessing Coordinator Victoria Barlow on discussions with Department of Revenue Administration gravel tax appraiser Mary Pinkham-Langer related to this property.

**CONSENT AGENDA**

**Motion** by Carlson to approve the consent agenda, authorizing the Chair to sign where necessary. Second by Colby. All in favor.

1. Execution of ICMA Retirement Corporation Plan Level Change Form
2. Event Permit #2012-16, Monadnock High School Booster Club; 13.1 mile road race on 9/2/2012 beginning at Monadnock Regional High School
3. Event Permit #2012-17, The Samaritans, Inc.; “Touch-A-Truck” on 9/15/2012 at the Cheshire Fairgrounds

**ADJOURNMENT.**

**Motion** to adjourn by Carlson at 7:36. Second by Colby. All in favor.

Respectfully submitted,

Victoria Reck Barlow  
Recording Secretary

Approved August 21, 2012