

Town of Swanzey, New Hampshire
Board of Selectmen
Meeting – July 20, 2013
Home of Selectman Deborah Davis, 66 Sawyers Crossing Road, Swanzey, NH

CALL TO ORDER

Present were Selectmen Nancy L. Carlson, Kenneth P. Colby, Jr. and Deborah J. Davis. The meeting was called to order by Chair Nancy L. Carlson at 9:00 a.m. at the home of Deborah Davis. Also present was Town Administrator Shane O'Keefe.

OLD BUSINESS

Job responsibilities of Town Hall Administrative Aide

The Board reviewed the job description developed by O'Keefe for a new titled position of Human Services and Resources Coordinator. Davis said that several job responsibilities listed seem redundant in some cases and that the entire document can be pared down a bit. Carlson said that the description could be more generalized and some word tenses should be fixed. The Board agreed with the change in title.

There was discussion about the Recreation Department duties of the position. It was the consensus of the Board that at some time soon a part-time Recreation Coordinator position should be established and that that individual would take on those duties.

The Board agreed with the title change and that the specific responsibilities of the job description were accurate but asked O'Keefe to shorten it. The Board gave O'Keefe authority to advertise the position, with salary range to be determined at a later date.

O'Keefe was asked to look through the applicants for the Assessing Coordinator position to see if there were any applicants who should be invited to apply for this new position.

NEW BUSINESS

Non-public session #1 per RSA 91-A:3II(a), personnel matter

On a *motion* by Davis, seconded by Colby, the Selectmen voted unanimously by roll call to go into non-public session at 9:11 a.m. ***Motion passed.*** Present were the Board members and Town Administrator O'Keefe.

Motion by Colby to seal the minutes of the non-public session. The motion was seconded by Davis. The Selectmen voted unanimously by roll call to seal the minutes. ***Motion passed.*** **Motion** by Davis to leave non-public session and return to public session. The motion was seconded by Colby, with all in favor. ***Motion passed.*** Non-public session ended at 9:20 a.m.

Non-public session #2 per RSA 91-A:3II(a), personnel matter

On a *motion* by Davis, seconded by Colby, the Selectmen voted unanimously by roll call to go into non-public session at 9:21 a.m. ***Motion passed.*** Present were the Board members and Town Administrator O'Keefe.

Motion by Colby to seal the minutes of the non-public session. The motion was seconded by Davis.

The Selectmen voted unanimously by roll call to seal the minutes. **Motion passed.** **Motion** by Davis to leave non-public session and return to public session. The motion was seconded by Colby, with all in favor. **Motion passed.** Non-public session ended at 9:25 a.m.

OTHER MATTERS

Town Hall staffing

O'Keefe raised with the Board existing Finance Office resources and his intention to backfill a temporary staffing vacancy with other staff at Town Hall, and mentioned he has held a meeting with Finance Office staff and the Town Treasurer to ensure that day-to-day responsibilities are covered. He mentioned that he has also contacted the Town's auditor to inform them of the temporary vacancy and to see if there are any services or oversight they can provide to ensure continued compliance with financial requirements. O'Keefe also suggested the Board consider bringing in a temporary Finance Manager to assist with oversight functions and possibly to review the operations of the Finance Office to see if improvements are suggested. It was agreed to discuss this at the next meeting.

Payments to the Monadnock Regional School District

Colby mentioned that there had been discussion at the recent MRSD Board meeting about school tax payments by district communities. He mentioned O'Keefe had given him a printout of all such payments from Swanzey over the past year and in every case checks were cut on or before the 10th of the month as agreed. He also mentioned he had spoken with Town Treasurer Bill Hutwelker who indicated that the Town does not send the checks right away because past history of the District holding on to checks for a while, thereby losing potential earnings. The Board members agreed that there was concern about these funds not being deposited timely, as taxpayers are losing out on interest. Carlson stated that if there is a concern on the part of the District about timing of Town of Swanzey payments that they should call her as she is the District's Treasurer, and has not been told of any concerns before. O'Keefe understood from the MRSD Board meeting that Swanzey is one of only two towns that invariably submit taxes to the District in the month that they are due.

Capital Improvement Program Committee

O'Keefe noted that CIP Committee member Larry Crowder resigned his seat on the Committee citing schedule conflicts. He asked if the Board wished to fill his seat at this time. It was the consensus of the Board to hold off on this for now.

Motion for Adjournment by Davis, second by Carlson. Adjournment 9:35 a.m.

The next meeting is scheduled for July 30, 2013.

Respectfully Submitted,

Shane O'Keefe
Town Administrator

Approved on July 30, 2013.