

Town of Swanzey, New Hampshire
Board of Selectmen
Meeting – December 29, 2015
Swanzey Town Hall, 620 Old Homestead Highway, Swanzey, NH

CALL TO ORDER

The meeting was called to order by Vice Chair Hutwelker at 6:00 p.m. at the Swanzey Town Hall. Present were Kenneth P. Colby, Jr., and W. William Hutwelker III. Deborah J. Davis joined the meeting at 6:05 p.m. Also present was Recording Secretary Beverly Bernard.

OTHERS PRESENT

Bookkeeper Theresa Lounder, Conservation Commission Chair Wally Smith, Open Space Committee Chair Victoria Ames, and Emergency Management Director Bruce Bohannon.

MINUTES

- The regular meeting Minutes of December 15, 2015 were considered. There was a **motion** by Colby to approve the regular Minutes of December 15, 2015. The motion was seconded by Hutwelker with no further discussion. All were in favor. ***Motion passed.***
- The regular meeting Minutes of December 21, 2015 were considered. There was a **motion** by Colby to approve the regular Minutes of December 21, 2015. The motion was seconded by Hutwelker with no further discussion. All were in favor. ***Motion passed.***

CONSENT AGENDA

Motion was made by Colby to approve the Consent Agenda. There was a second by Hutwelker. There was no further discussion. All were in favor. ***Motion passed.***

- Payroll Manifest
- Payables Manifest
- 2016 Payroll Allocations – Staff is recommending that these payroll allocations be changed from percentages of payroll to a comparable number of hours per week. This will have the same impact on expense posting; however it will simplify these transactions for payroll processing.
- Personnel Action Report(s)

APPOINTMENTS

Bookkeeper Theresa Lounder

- **Requested Withdrawal from the Charles Carlton Common Trust Fund**
Lounder was present to request the withdrawal of \$6,814.10 from the Charles Carlton Common Trust for the Aged and Infirm into the General Fund to write off two receivables unlikely to be paid. Lounder said that the idea was to clear up the 2014 receivable, and to continue to work on receivables for 2015. There was discussion about why a resident was unable to pay money owed to the Carpenter Home and whether or not some revenue might still be able to be achieved.

Colby moved to approve the withdrawal of \$6,814.10 from the Charles Carlton Common Trust for the Aged and Infirm to cover receivables unlikely to be paid. There was a second to the motion by Hutwelker and no further discussion. All were in favor. ***Motion passed.***

- **Request for Encumbrance of Funds**
Lounder also discussed with the Board a request that the Board vote to encumber funds contractually committed and carry forward deferred revenue as is outlined in the drafted resolution.

Colby **moved** to encumber funds and carry forward deferred revenues as outlined in the relevant resolution dated December 29, 2015. There was a second to the motion by Hutwelker and no further discussion. All were in favor. **Motion passed.**

- **Review of November Expenditure Report**

Louder discussed with the Board the expenditure report for November. She said that the Town is a bit ahead of where we were last year at this time. There were no questions from the Board. Louder left the meeting at 6:10 p.m.

NEW BUSINESS

Award of Annual Report Printing

Discussion was held regarding proposals from four companies for the printing of varying numbers of annual reports. Hutwelker said he would prefer to stay with Silver Direct Inc., which is a local business. There was a discussion about the number of copies to be ordered. Colby said he would prefer to order 750 copies but it was noted that the quotes were for increments of 100.

- R.C. Brayshaw & Company Inc. \$1,352
- Silver Direct Inc. \$1,470
- Town & Country Reprographics \$2,177
- Eismont Design \$2,600

Colby **moved** to select Silver Direct, Inc. as the vendor for the annual report for 750 copies, or if same price for 800, order 800. There was a second to the motion by Hutwelker and no further discussion. All were in favor. **Motion passed.**

Accept unanticipated funds per RSA 31:95-b.

The Board was asked to accept moneys as follows, totaling \$300.00, as a donation to Whitcomb Hall:

- \$300 from Martin W. & Victoria F. Yade

Colby moved to accept the funds as listed and to remit them to the custody of the Trustees of Trust Funds to be held in the Whitcomb Hall Non-Restricted trust account. There was a second to the motion by Hutwelker and no further discussion. All were in favor. **Motion passed.**

Accept unanticipated funds per RSA 31:95-b.

The Board was asked to accept moneys as follows, totaling \$500.00, as a donation in memory of Gerald Bell:

- \$500.00 from the Town of Swanzey Board of Selectmen

Colby **moved** to accept the funds as listed and to remit them to the custody of the Trustees of Trust Funds to be held in the Fire Tools & Equip Non-Restricted Trust account. There was a second to the motion by Hutwelker and no further discussion. All were in favor. **Motion passed.**

OTHER BUSINESS

There was a brief discussion about selecting someone to dedicate the Annual Report to and the Board decided to consider some names over the next several days.

January Schedule

1/5 Normal Meeting

1/12 Normal Meeting & at 7 p.m. Bond/Budget Public Hearing
1/19 Normal Meeting
1/26 Normal Meeting

OLD BUSINESS

2016 Town Meeting Preparation – there was a brief discussion about needing final numbers for revenues.

- **Continued Review of 2016 Operating Budget** – Davis said she was hoping to look at numbers for payroll with 2% raises, but that information was not available.

Repair of Water Hole on Rail Trail

Bruce Bohannon was present to discuss a water hole in the rail trail behind the Brown Farm which makes the trail impassable. He said he had a quote to have it fixed at a cost of \$2,675.00. He requested from the Board to approve expenditure of \$2,675.00 from the Recreational Rail Trails Non-Restricted Trust account. Bohannon said that the vendor to do the work is Pat Rawson Construction. Bohannon said that Rawson has had the lowest bid for rail trail work in the past.

Motion was made by Colby to expend \$2,675.00 from the Recreational Rail Trails Non-Restricted Trust to repair a water hole in the rail trail. There was a second by Hutwelker and no further discussion. All were in favor. **Motion passed.**

ADJOURNMENT

Motion to adjourn was made by Colby, second by Hutwelker. No further discussion. All were in favor. **Motion passed.** Adjournment occurred at 6:38 p.m.

Respectfully Submitted,



Beverly Bernard, Recording Secretary

Approved on January 5, 2016