

Town of Swanzey, New Hampshire  
**Board of Selectmen**  
Meeting – March 7, 2016  
Swanzey Police Department, Eaton Road, Swanzey, NH

**CALL TO ORDER**

The meeting was called to order by Chair Deborah J. Davis at 10:02 a.m. Present were Deborah J. Davis, Kenneth P. Colby, Jr., and W. William Hutwelker III. Also present was Town Administrator Michael Branley and Human Resources Coordinator Edna Coates.

**Motion** was made by Colby to enter nonpublic session pursuant to RSA 91-A:3 II (a), seconded by Hutwelker. All in favor by Roll Call and the ***motion passed.*** The Board entered nonpublic session at 10:02 a.m.

The Board returned from nonpublic session at 10:50 a.m.

**Motion** was made by Colby to seal the minutes because divulgence of the information likely would affect adversely the reputation of a person other than a member of this board, seconded by Hutwelker. All in favor and the ***motion passed.***

The Board announced Joshua Whipple had been promoted to Interim Solid Waste Manager. The Board directed Branley to post and advertise the position of Solid Waste Manager.

**Motion** was made by Colby to enter nonpublic session pursuant to RSA 91-A:3 II (a), seconded by Hutwelker. All in favor by Roll Call and ***motion passed.*** The Board entered nonpublic session at 10:55 a.m.

The Board returned from nonpublic session at 11:55 a.m.

**Motion** was made by Hutwelker to seal the minutes because divulgence of the information likely would affect adversely the reputation of a person other than a member of this board, seconded by Colby. All in favor and the ***motion passed.***

The Board discussed the Town Clerk's position. The Board reviewed applications received so far directed Branley and Coates to perform initial interviews with candidates and report back.

The Board reviewed and discussed an email from Municipal Resources Inc. for Town Clerk Consulting Services. Based on the email, MRI has an experienced Town Clerk who could work in Swanzey on Fridays, could assist in training the new Town Clerk, and could assist with reviewing operations, such as accepting credit cards and processing transactions online. The Board did not make any decisions.

**ADJOURNMENT**

**Motion** to adjourn was made by Colby, second by Hutwelker. No further discussion. All were in favor. ***Motion passed.*** Adjournment occurred at 12:20 p.m.

Respectfully Submitted,

Michael Branley, Town Administrator