

SELECTMEN'S MEETING OCTOBER 11, 2002

MEMBERS PRESENT: Margaret Crisler, Roger Hohenberger, Galen Stearns and Alan Carpenter. David Sullivan, Town Administrator, was also present. Meeting commenced at 5:30 pm. Christopher Doyle arrived at 6:00 pm.

BANKING PROCEDURES: Mr. Sullivan explained that this meeting was called to discuss procedural changes involving the direct deposit portion of the payroll process as a result of the Board's vote on Monday, October 7, 2002. Mr. Sullivan stressed that this discussion is not personal in nature, but rather the role and responsibilities of the Town Treasurer.

Mr. Sullivan explained that prior to the Selectmen's vote, the employee bank account numbers used for the direct deposits were kept only at the Town Hall. However, if the vote stood, they would be on the Town Treasurer's computer outside the Town Hall. Mr. Sullivan explained that the employees did not want this information (which is confidential) released except for processing purposes, which is done in the Town Hall by staff.

Mr. Stearns motioned to reconsider the Board motion on October 7, 2002 regarding ACH (Banking Software) access. Mr. Hohenberger seconded. Passed unanimously.

Mr. Sullivan read the motion being reconsidered. "With the Treasurer's cooperation, to give access to Dana Call, Finance Director, to the web bank site to view town bank account information without access to ACH (employees' banking formation for direct deposit) and to give Mr. Skinner access to ACH and further to direct Mr. Sullivan to maintain an option for direct deposit for employees."

Mr. Carpenter moved to withdraw the motion as read. Mr. Hohenberger seconded. Passed unanimously.

Mr. Sullivan explained that the ACH banking software has two modules - one for banking transactions such as transfers between town accounts and the second for only processing direct deposits and taxes. Presently the payroll clerk has the direct deposit module and the Treasurer has browse capabilities for the town accounts. Mr. Sullivan explained that as the Town has hired Dana Call as Finance Director they wished her also to have browse capabilities for the town accounts. In addition, the Treasurer has requested access for the ACH module for the purpose of doing internal bank transfers and to review the direct deposit information.

Mr. Sullivan further explained that the payroll is a three part process and the information contained on the ACH module is not sufficient for a Treasurer to make the transfer. There are the checks that are also issued that need to be factored in before the transfer can be made. He also noted that it is not required to know individual amounts in the direct deposit program to make the deposit. Basically, this module is not required for the Treasurer nor for the Finance Director.

The banking module handles the banking functions for the Treasurer and has a browse only capability for the Finance Director. Mr. Carpenter noted that it is necessary to provide this function to the finance director so all tools are available to effectively do the job. Mr. Sullivan noted that if this function is not available to the Finance Director, the Board could direct the Treasurer to provide hard copy of the status of all accounts daily

Gail Webster stated that she felt employees' banking numbers should only be available on a "need to know basis" not on anyone's home computer and noted that there are disclosure laws.

Mr. Skinner stated that as Treasurer he has custody of all town funds and signs all disbursements and he believes he needs to know where all disbursements are being made (which banks). He wanted the ACH to make transfers. Mrs. Call noted that the payroll module is not the one that allows transfers. It is separate and employee account numbers are not required to transfer total payroll amounts. It is done as one lump sum.

Mr. Skinner stated that he does have a firewall on his computer but does not want the employee information on his home computer.

Mr. Carpenter suggested that the Treasurer be given a computer at the Town Hall with the module that allows him to make transfers between accounts but not the module with employees' banking information.

Mr. Stearns motioned to install the ACH transfer module on a dedicated computer for the Town Treasurer at the Town Hall, to have Mr. Skinner arrange for the viewing access to town accounts for the Finance Director and that the direct deposit program remain as it presently is (access to employee banking information is kept to those who presently have it for processing). Mr. Hohenberger seconded. Passed unanimously.

NON-PUBLIC SESSION: Mr. Hohenberger motioned and Mr. Stearns seconded to go into non-public session in accordance with RSA 91-A:3, Iib. Roll call vote - all members - yes. The Board, Mr. Sullivan and Ms Davis were in attendance. Subject was hiring.

Mr. Stearns motioned and Mr. Doyle seconded to approve the recommendations from Mr. Sullivan and Mr. Norman to hire an administrative assistant for the assessor pending medical and background checks. Passed unanimously.

Mr. Doyle motioned and Mr. Carpenter seconded to adjourn. Meeting adjourned at approximately 6:20 pm.

Respectfully submitted,

Kathleen Davis
Administrative Assistant

NOTE: These minutes are prepared in draft form and have not been submitted to the Board for approval.

