



# TOWN COUNCIL – AGENDA REQUEST FORM

THIS FORM WILL BECOME PART OF THE BACKGROUND INFORMATION USED BY THE COUNCIL AND PUBLIC

Please submit Agenda Request Form, **including back up information, 8 days prior** to the requested meeting date. **Public Hearing requests must be submitted 20 days prior to requested meeting date to meet publication deadlines** (exceptions may be authorized by the Town Manager, Chairman/Vice Chair).

## MEETING INFORMATION

Date Submitted: February 26, 2018

Date of Meeting: March 8, 2018

Submitted by: Town Council Chair Nancy Harrington  
and Vice Chair Finlay Rothhaus

Department:

Time Required: 15 minutes

Speakers:

Background Info. Supplied: Yes:  No:

## CATEGORY OF BUSINESS (PLEASE PLACE AN "X" IN THE APPROPRIATE BOX)

Appointment:

Recognition/Resignation/  
Retirement:

**Public Hearing:**

Old Business:

New Business:

Consent Agenda:

Nonpublic:

Other:

## TITLE OF ITEM

Town Treasurer Appointment

## DESCRIPTION OF ITEM

Town Council to consider appointing the Deputy Finance Director as Town Treasurer, in accordance with RSA 41:26-e, RSA 669:17-d and RSA 37

## REFERENCE (IF KNOWN)

RSA: 41:26-e, 669:17-d, 37 Warrant Article: \_\_\_\_\_

Charter Article: \_\_\_\_\_ Town Meeting: \_\_\_\_\_

Other: \_\_\_\_\_ N/A

## EQUIPMENT REQUIRED (PLEASE PLACE AN "X" IN THE APPROPRIATE BOX)

Projector:

Grant Requirements:

Easel:

Joint Meeting:

Special Seating:

Other:

Laptop:

None:

## CONTACT INFORMATION

Name: Nancy Harrington Address: 6 Baboosic Lake Road

Phone Number: \_\_\_\_\_ Email Address: nharrington@merrimacknh.gov

## APPROVAL

Town Manager: Yes  No:  Chair/Vice Chair: Yes  No:

**Memo**

TO: Town Council  
Thru: Town Manager Eileen Cabanel  
FROM: Finance Director Paul T. Micali  
DATE: February 22, 2018



**RE: Appointed Treasurer**

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Our current Town Treasurer's appointment ends on April 10, 2018. At the 2017 annual vote the Town elected to change the Town Treasurer from an elect position to a Town Council appointed position.

I have contacted our legal counsel (email attached) to see the best way to make this happen (see below)

RSA 41:26-e

**Appointed Town Treasurer.** – Any town may, under an article in the warrant for the annual town meeting, vote to authorize the appointment rather than the election of a town treasurer. Such appointment shall be made in accordance with RSA 669:17-d by either the board of selectmen, or in the case of a town operating under RSA 37 upon recommendation of the town manager with approval of the board of selectmen. **Whenever the selectmen or manager appoint the treasurer, such appointment shall be made in writing and shall include the compensation to be paid.** Any town may rescind the vote to appoint a town treasurer under an article in the warrant for the annual town meeting. If such article to rescind the appointment of a treasurer is approved, then the town shall reinstate the office of elected treasurer and shall fill the vacancy in accordance with RSA 669:69.

I would recommend that the position of Deputy Finance Director be appointed as Town Treasurer. I have attached a copy of a revised Position Description. I would also recommend that we add \$.63 (\$1,300{same yearly pay as elected treasurer}/2080{total work hours in a year}) to his hourly rate to compensate for these added responsibilities.

Suggested Motion:

The Town Council appoints the Deputy Finance Director to the role of Town Treasurer pursuant to Charter Article 8-18 effective April 11, 2018.

## **DEPUTY FINANCE DIRECTOR**

### **Job Summary**

Is responsible for assisting Finance Director in overseeing the general financial affairs of Town (as well as being the Town's Treasurer, if and upon appointment by the Town Council, performing duties as described in RSA 41:29, the Town Charter and the Administrative Code).

### **Supervision Received**

Receives general direction from the Finance Director.

### **Supervision Exercised**

Supervises Purchasing/Town Accountant, Account Clerk III, and Account Clerk II positions.

### **Examples of Duties**

1. Maintains the general accounting records of the Town in accordance with generally accepted accounting principles and with state statutes and regulations
2. Prepares various management and compliance reports
3. Prepares monthly analyses of various general ledger accounts for internal control purposes
4. Audits certain invoices and purchase orders for available appropriations, proper account classifications
5. Assists the Finance Director in various finance-related matters as they relate to budget and other Town Departments
6. Prepares and records general journal entries
7. Maintains the fixed asset accounting system
8. Reconciles cash accounts to monthly bank statements and to Treasurer's records
9. Records cash receipts and warrants reported by Town Clerk/Tax Collector and Assessor

10. Processes monthly departmental allocations of group insurance and telephone, fuel, and vehicle repair costs
11. Prepares payroll tax returns
12. Conducts special cost studies and financial analysis at request of Finance Director
13. Performs other related duties as required.

**If Appointed as Treasurer, the following apply:**

- 1. Perform and/or oversee monthly reconciliations of all the Town's bank accounts.**
- 2. Establish and maintain controls on all Town bank accounts, including online access for various users.**
- 3. Sign checks for all A/P and Payroll.**
- 4. Forecast of cash flows for operations and capital projects for investment purposes.**
- 5. Invest excess cash in accordance with the investment policy for all Town accounts.**
- 6. Prepare a variety of reports related to Treasure's duties.**

### **Knowledge, Skills, and Abilities Required**

Ability to effectively supervise and lead employees and handle supervisory functions such as reprimands, complaints, etc., in a timely and judicious manner; thorough knowledge of generally accepted accounting principles and ability to apply this knowledge to varied municipal accounting transactions; thorough working knowledge of computerized payroll, accounts payable, fixed assets, and general accounting systems; working knowledge of cash management, investment, purchasing, and risk management concepts; ability to prepare and effectively present complete and accurate financial reports of some complexity; ability to establish an effective working relationship with other departments; working knowledge of spreadsheet and word processing software; ability to exercise logic and judgment in performance of duties.

### **Minimum Qualifications Required**

Bachelor's Degree in Accounting and three years of progressively responsible general accounting and supervisory experience; certified public accountant



license not required but preferred; municipal accounting experience also preferred or any equivalent combination of education and experience, which demonstrates possession of the required knowledge, skills, and abilities.

**COGNITIVE AND SENSORY REQUIREMENTS:**

Talking: Necessary for communicating with others.

Hearing: Necessary for taking instructions and receiving information.

Sight: Necessary for doing job effectively and correctly.

**DURING AN 8 HOUR DAY, EMPLOYEE IS REQUIRED TO:**

Consecutive Hours:

Sit 1 2 3 4 5 6 7 8

Stand 1 2 3 4 5 6 7 8

Walk 1 2 3 4 5 6 7 8

Total Hours:

Sit 1 2 3 4 5 6 7 8

Stand 1 2 3 4 5 6 7 8

Walk 1 2 3 4 5 6 7 8

**ENVIRONMENT:** Inside: 95%      Outside: 5%

**EQUIPMENT USED:** computer, telephone, copy and fax machine, calculator

**HAND MANIPULATION:**

Grasping: Frequently required

Handling: Frequently required

Tourquing: Not required

Fingering: Frequently required

**CONTROLS AND EQUIPMENT:** computer, typewriter, calculator, copy machine, fax machine, telephone

**LICENSURE/CERTIFICATION REQUIREMENTS:**

**PHYSICAL ACTIVITY REQUIREMENTS**

**PRIMARY PHYSICAL REQUIREMENTS:**

LIFT up to 10 lbs.: Frequently required.

LIFT 11 to 25 lbs.: Rarely required.

LIFT 26 to 50 lbs.: Not required.

LIFT over 50 lbs.: Not required.

CARRY up to 10 lbs.: Occasionally required.

CARRY 11 to 25 lbs.: Rarely required.

CARRY 26 to 50 lbs.: Not required.

CARRY over 50 lbs.: Not required.

REACH above shoulder height: Occasionally required.

REACH at shoulder height: Frequently required.

REACH below shoulder height: Occasionally required.

PUSH/PULL: Not required.

**OTHER PHYSICAL CONSIDERATIONS:**

Twisting: Rarely required.

Bending: Occasionally required.

Crawling: Not required.

Squatting: Not required.

Kneeling: Not required.

Crouching: Not required.

Climbing: Not required.

Balancing: Not required.

**WORK SURFACE(S):**

Standard office desk and chair. Carpet, tile, and hardwood floors.

# TITLE III TOWNS, CITIES, VILLAGE DISTRICTS, AND UNINCORPORATED PLACES

## CHAPTER 41 CHOICE AND DUTIES OF TOWN OFFICERS

### Town Treasurer

#### Section 41:29

##### **41:29 Duties of Elected and Appointed Town Treasurers. –**

I. The town treasurer shall have custody of all moneys belonging to the town, and shall pay out the same only as follows:

(a) Upon orders of the selectmen in a public meeting or by a noncontemporaneously signed manifest signed by a majority of the board; or,

(b) In the case of a conservation fund established pursuant to RSA 36-A:5, upon the order of the conservation commission; or

(c) In the case of a heritage fund established pursuant to RSA 674:44-d upon the order of the heritage commission; or

(d) In the case of fees held pursuant to RSA 673:16, II, upon the order of the local land use board or its designated agent; or

(e) In the case of a recreation revolving fund established pursuant to RSA 35-B:2, upon the order of the recreation or park commission; or

(f) In the case of fees deposited by the town clerk pursuant to RSA 41:25, upon the invoice of the town clerk, or other board or body designated by the town to expend such a fund.

II. The treasurer shall deposit all such moneys in participation units in the public deposit investment pool established pursuant to RSA 383:22 or in federally insured banks chartered under the laws of New Hampshire or the federal government with a branch within the state, except that funds may be deposited in federally insured banks outside the state if such banks pledge and deliver to a third party custodial bank or the federal reserve bank collateral security for such deposits of the following types:

(a) United States government obligations;

(b) United States government agency obligations; or

(c) Obligations of the state of New Hampshire in value at least equal to the amount of the deposit in each case.

III. The town treasurer shall keep in suitable books provided for the purpose a fair and correct account of all sums received into and paid from town treasury, and of all notes given by the town, with the particulars thereof. At the close of each fiscal year, the treasurer shall make a report to the town and to the department of revenue administration, giving a particular account of all his or her financial transactions during the year and account balances at year end. The treasurer shall furnish to the selectmen statements from the treasurer's books, and submit the books and vouchers to them and to the town auditors for examination, whenever so requested.

IV. Whenever the town treasurer has in custody an excess of funds which are not immediately needed for the purpose of expenditure, the town treasurer shall invest the same in accordance with the investment policy adopted by the selectmen under RSA 41:9, VII. The treasurer may invest in the public deposit investment pool established pursuant to RSA 383:22, or in deposits, including money market accounts, or certificates of deposit, or repurchase agreements, and all other types of interest bearing accounts, of federally insured banks chartered under the laws of New Hampshire or the federal government with a branch within the state, or in obligations fully guaranteed as to

principal and interest by the United States government. The obligations may be held directly or in the form of securities of or other interests in any open-end or closed-end management-type investment company or investment trust registered under 15 U.S.C. section 80a-1 et seq., if the portfolio of the investment company or investment trust is limited to such obligations and repurchase agreements fully collateralized by such obligations.

V. (a) The treasurer shall insure that prior to acceptance of any moneys for deposit or investment, including repurchase agreements, the federally insured bank shall make available at the time of such deposit or investment an option to have such funds secured by collateral having a value at least equal to the amount of such funds. Such collateral shall be segregated for the exclusive benefit of the town. Only securities defined by the bank commissioner as provided by rules adopted pursuant to RSA 383-B:3-301(e) shall be eligible to be pledged as collateral.

(b) As an alternative to the option of collateralization for excess funds provided in subparagraph (a), the town treasurer may also invest public funds in interest-bearing deposits which meet all of the following conditions:

(1) The funds are initially invested through a federally insured bank chartered under the laws of New Hampshire or the federal government with a branch within the state, selected by the treasurer.

(2) The selected bank arranges for the redeposit of funds which exceed the federal deposit insurance limitation of the selected bank in deposits in one or more federally insured financial institutions located in the United States, for the account of the treasurer.

(3) The full amount of principal and any accrued interest of each such deposit is covered by federal deposit insurance.

(4) The selected bank acts as custodian with respect to each such deposit for the account of the treasurer.

(5) On the same date that the funds are redeposited by the selected bank, the selected bank receives an amount of deposits from customers of other federally insured financial institutions equal to or greater than the amount of the funds initially invested through the selected bank by the treasurer.

VI. The treasurer may delegate deposit, investment, recordkeeping, or reconciliation functions to other town officials or employees provided such delegation is in writing and includes written procedures acceptable to the selectmen, or in the case of a town operating under RSA 37, to the town manager, and is agreeable to all parties involved. However any such delegation shall only be made to a town official or employee bonded in accordance with RSA 41:6 and rules adopted by the commissioner of revenue administration under RSA 541-A. Such delegation shall not eliminate the responsibility of the treasurer to comply with all statutory duties required by law.

VII. The treasurer shall ensure that all moneys remitted shall be deposited at least on a weekly basis, or daily whenever funds remitted from all departments collectively totals \$1,500 or more. Such deposit function may be delegated pursuant to paragraph VI. However, failure to ensure that funds are being deposited on a timely basis as required by this paragraph shall be cause for immediate removal from office pursuant to RSA 41:26-d. In any municipality where there is either no bank or other depository institution within the municipality the treasurer shall make deposits consisting of funds remitted from all departments and collectively totaling \$1,500 or more on a weekly basis or more frequently as directed by the board of selectpersons in the investment policy adopted pursuant to RSA 41:9, VII.

**Source.** 1869, 26:2-4. GL 40:8. 1883, 111:1. PS 43:20. PL 47:24. 1931, 177:3. 1939, 170:2. RL 59:24. RSA 41:29. 1959, 197:3. 1971, 158:1. 1973, 490:1. 1977, 139:1. 1987, 318:3. 1991, 268:8; 377:6; 383:9. 1992, 64:3. 1993, 161:2. 1996, 209:10. 1997, 208:8. 1998, 40:2. 2003, 100:2. 2007, 35:6; 246:3, 4. 2008, 120:25; 174:5. 2009, 14:1. 2010, 7:3, eff. July 3, 2010. 2013, 97:3, eff. Aug. 19, 2013; 124:1, eff. Aug. 24, 2013. 2015, 272:43, eff. Oct. 1, 2015.