

Selectmen's Finance Meeting
Monday, October 3, 2016

These minutes were recorded by Ellen White, Town Administrator. The following meeting was held in the upstairs conference room.

Call to Order:

Chairman Riley called the meeting to order at 3:00 PM.

Attendance by Roll Call:

Present were Selectmen Franklin Riley, Robert Freeman and Richard Morgan.

Finance Meeting:

Treasurer Harry Merrow, Town Clerk/Tax Collector Kellie Skehan, and Finance & Benefits Administrator Elaine Sherman were also present.

Discussion took place on the setting of the tax rate. White reported that the revenues submitted at the beginning of September have not been reviewed yet, but the MS-1 has been submitted which was previously granted an extension until 9/27/2016.

Merrow stated that he anticipates having to borrow from the tax anticipation note by 10/17/2016.

Discussion took place on the status of the budget including a review of the Conservation Agent, Planning Board, and ZBA budgets.

The Revenues Report was reviewed. White verified that the revised revenues submitted at the beginning of September were not far off from the projections submitted with the operating budget for Town Meeting.

Discussion took place on the potential impact of the legislative change to the Veteran's Credit. White stated that there are currently 272 veterans receiving credit in Ossipee totaling \$136,000. Skehan stated that several towns have researched the impact of what the change will do and it is significant. White will check with Assessor Todd Haywood to see if a calculation can be done for Ossipee.

Discussion took place on the Water and Sewer Department transition; how the fees collection will be handled, billing, budget, accounts payable process and auditing requirements. White was asked to contact the auditors to see if an audit can be scheduled for the end of the year, before the Department transitions. Merrow was asked to provide three years' worth of history for the expenditures related to the Department.

Sherman discussed an amendment to the Purchasing Policy which will eliminate the need for duplicate approval of a purchase. Currently, when bids are solicited and awarded, the Board approves the vendor or purchase. In a separate transaction, the Board approves a purchase order for the same. Sherman suggested that when the majority vote approves a purchase, it would negate separate approval of a purchase order. The Board agreed with this change; White will incorporate the amendment into the existing policy for approval.

Sherman stated that the Town may be considered a large employer according to the Affordable Care Act reporting requirements, thus requiring a different reporting approach.

Due to time constraints, the workshop scheduled for review of the Sign Ordinance and budget preparations, was not held.

Adjournment:

Being no further input, Riley made a motion to adjourn. Freeman seconded. A unanimous vote was taken.

Meeting recessed at 4:05 PM.

Franklin R. Riley, Chairman

Robert C. Freeman

Richard H. Morgan

To be approved 10/17/2016