

Selectmen's Meeting #1
Monday, May 4, 2015

Chairman Morgan called the workshop to order at 2:30 PM. Present were Selectmen Richard Morgan, Franklin Riley and Robert Freeman, and Ellen White, Town Administrator, who recorded the minutes. Also present were Kellie Skehan, Town Clerk/Tax Collector, and Richard Sager.

Sager presented the Board with an overview of a business he runs, NH Tax Deed Auctions. Sager stated that his service is all inclusive. Properties will be sold in an absolute auction with no minimum bid and he charges a 10% buyer's commission. He will handle the advertising in newspapers, on websites, provide signage on properties, informational packets on each property and complete all transaction paperwork. The Town would be responsible for providing space to host the auction.

Discussion took place on the process for notification to the prior owners and other liens that may be attached to the property. Sager stated that he would need to be appointed Power of Attorney to handle and process all applicable paperwork for the transactions.

Skehan questioned if the Board would like to move forward with all of the properties they reviewed in the workshops. The Board confirmed. White suggested reviewing the few small parcels they previously set aside that would only be of value to the abutting property owners.

Sager stated that he would like to host the auction in the gymnasium on a Saturday in August.

Sager also stated that if a property is removed from the auctioning list once finalized, a fee of 5% of the property's assessed value will apply.

Morgan made a motion to proceed with Rick Sager to handle the Town's property auction. Freeman seconded. A unanimous vote was taken.

Sager stated that he would provide a contract and other documents needed to proceed.

Sager was dismissed at 2:55 PM.

Harry Merrow, Treasurer, entered for the finance meeting.

Merrow stated the current balance to be approximately \$550,000. The accounts payable and payroll to be approved totals approximately \$200,000. Merrow stated that next week's will be about the same and he anticipates having to borrow from the TAN note late next week or the following.

White stated that the Tax Warrant will be available to sign on Thursday so tax bills can be sent out on the 12th as planned. Skehan requested the Warrant by noon on Thursday.

Discussion took place on the credit card processing. Skehan stated that she has had discussion with Elaine Sherman, Finance and Benefits Administrator, and they have determined that most other towns use one account for the credit card processing rather than multiple. White questioned if there will be a minimum transaction amount. Skehan answered that there will not be a minimum and that the consumer will pay for the credit card transaction fee over and above their purchase.

The Fire Precinct's payments and school payment for the month of May were discussed. Riley stated that the Precinct's should be paid but to hold off on the school payment.

Morgan questioned the date of completion specified in the Warrant Article for the Whittier Covered Bridge. White answered that it is date specific for completion on or before 12/15/2015. She added that it specifies completion of Phase II. Morgan requested she contact the DRA Advisor for guidance.

Morgan questioned if the TAN note is ready to borrow from. Merrow confirmed and stated that once a request is made, it appears a transfer will occur the same day. Discussion took place on surrounding towns that do not have to borrow. Skehan stated that they have a smaller amount of tax payments due.

Skehan informed the Board how the Town of Derry handles mobile homes taken by Tax Collector's Deed in a mobile home cooperative; the Highway Department removes the building and turns it in for metal recycling. She also stated that the City of Portsmouth accepts minimal payment arrangements to keep the payments incoming.

Skehan and Merrow were dismissed at 3:25 PM.

Riley stated his opposition to signing the payroll manifest until the holiday pay at the Police Department is clarified. He stated that he met with Police Chief Eldridge and believes that the officers may not be compensated properly for the holidays they are working. Further research will be conducted.

Discussion took place on the four floating holidays. White stated that the floating holidays are what are considered personal days on the employee's leave time accrual. Guidance was unclear in the current Personnel Policy and Union Contract so this will also be researched further.

David Senecal, Zoning Enforcement Officer, entered at 3:55 PM. The Board reviewed the new job description for his position in addition to the weekly reporting requirements they expect from him. Morgan stated that the Board will be requesting a monthly meeting with each individual department head to further open communication about what is going on in Town.

Brief discussion took place on various campers throughout Town that are being resided in longer than the allowed 14-days. Also discussed were unregistered vehicles.

Being no further input, the meeting adjourned at 4:10 PM.

Richard H. Morgan, Chairman

Franklin R. Riley

Robert C. Freeman

To be approved 5/11/2015