

Selectmen's Workshop
Monday, January 5, 2014

Chairman Morgan called the workshop to order at 3:00 PM. Present were Selectmen Richard Morgan, Robert Freeman, and Franklin Riley, and Ellen White, Town Administrator, who recorded the minutes. Also present were Natalie Hall, Treasurer, and Elaine Sherman, Finance Manager.

Hall discussed the status of the TAN note. She stated that \$600,000 remains available to borrow and also that the \$1.2 million borrowed is due to be paid back by 1/30/2015.

Sherman reported that there is approximately \$50,000 left to pay out of the 2014 budget and a \$340,000 school payment due in January.

White questioned if there is a penalty for the amount left to borrow on the TAN note. Hall answered that there is not and added that Northway gave her a figure of interest due through 12/31/2014 in the amount of \$1,100.

Discussion took place on repayment options. The Board will vote on the repayment during the regular meeting.

Hall and Sherman discussed tax collection. Hall stated that approximately \$5 million has been collected so far. Sherman added that a lot of the older tax revenue is also coming in.

Riley discussed having a tax sale in April adding that 22 properties are available. Notice requirements will be reviewed for further discussion.

White questioned whether Hall will be pursuing proposals for the TAN note. Morgan stated his disappointment with Northway's application process in 2014 but agrees that they have been a good bank for the Town. All were in agreement to stay with Northway Bank.

White stated that audit will take place the week of 1/26/2015 and also received a request for the preliminary review to take place on 1/13/2015. She will follow up with Kellie to verify the preliminary review prior to confirming. Hall was dismissed at 3:15 PM.

Sherman discussed a request received from Chester "Ski" Kwiatkowski, Water & Sewer Commissioner, to add mileage as taxable income on 2014 form W-2. Further discussion took place. The Board agreed that Sherman is not to proceed without the proper calculations and documentation. Other fringe benefits that are taxable were also discussed. Riley stated that a standard should be set for all phone usage and Town issued phones should be issued.

The job description for the Finance position was reviewed. Riley stated that he had not had a chance to read it yet. Discussion took place on the Laborer position. Morgan stated that he would like to eliminate the fourth position at the Transfer Station and increase the part-time position to full-time under Government Buildings. Morgan requested a meeting be set up for further budget review on Wednesday, 1/7/2015.

White distributed draft copies of the 2015 Warrant Articles. Morgan stated that a Petition Warrant Article is in the works for the Town to take over Knox Mountain Association's roads. Discussion took place on setting the criteria and specifications required to bring a road up to Town requirements.

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

Richard H. Morgan

Robert C. Freeman

Franklin R. Riley

To be approved 1/12/2015