

**Selectmen's Work Session  
Monday, September 25, 2017**

Chairman Morgan called the Work Session to order at 3:00 PM. Present were Selectmen Richard Morgan, and Robert Freeman, and Ellen White, Town Administrator, who recorded the minutes. Selectman Sandra Martin was absent-excused. Also present was Brad Harriman, Public Works Director, Kellie Skehan, Town Clerk/Tax Collector, Wayne "Bo" Eldridge, Water & Sewer Superintendent, and Karen Anthony, Finance & Benefits Administrator.

**Water & Sewer Procedures:**

Discussion took place on moving the utility billing software over to the Town Hall. White will be working with RMON to come up with the best solution in doing so. Further discussion took place on where billing questions should be directed and also clerical support needs.

The phone/internet service at the Water & Sewer Department was discussed. White will reach out to Michael Duggan at Charter Communications to bring cable service to the Water & Sewer Office and get rid of the existing dial up service. Skehan noted the current service to be an issue with connectivity when performing updates.

The billing for bookkeeping, billing and collection, and cleaning of the Water & Sewer Department was reviewed. The Tax Office is currently receiving \$450.00/quarter to collect the Water & Sewer payments. Skehan and Anthony were asked to continue to keep track of their time spent performing duties for the Water & Sewer Department.

Staffing concerns were discussed. Weekend coverage is noted as a shortfall and also coverage for absences & vacations. Morgan requested Eldridge budget accordingly in respect to overtime. Further discussion took place on the part-time seasonal position at Camp David.

Eldridge reviewed charges that are needed for new service hookup. Skehan stated that the Avitar Utility software has rates established in the system. This will be reviewed and a rate schedule addendum is to be added to the Water & Sewer Rules & Regulations document.

Morgan requested that Eldridge also prepare the Department's budget for additional water testing to include lead and copper.

Harriman, Eldridge, Skehan and Anthony were dismissed at 3:40 PM.

**Policies & Procedures:**

White reviewed the quote received from Devine & Millimet to perform services as Bond Counsel for the proposed Special Town Meeting. The quote for services is in the range of \$5,000-7,500. An engagement letter will be forthcoming.

White reviewed the proposals received from the Municipal Bond Bank for the bond required for the Town Beach purchase. Calculations were performed to determine the tax rate impact.

**Review of Red Folders, Accounts Payable and Payroll Manifests:**

The Accounts Payable Manifest, Red Folder and Water & Sewer Red Folder were reviewed.

Being no further input, the work session was adjourned.

Adjourned at 4:05 PM.

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Richard H. Morgan, Chairman

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Robert C. Freeman

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ABSENT  
Sandra P. Martin

To be approved 10/2/2017