

**Selectmen's Finance Meeting & Work Session**  
**Monday, December 11, 2017**

Chairman Morgan called the Work Session to order at 3:00 PM. This meeting was held in the upstairs conference room at Town Hall. Present were Selectmen Richard Morgan, Robert Freeman, and Sandra Martin, and Ellen White, Town Administrator, who recorded the minutes. Also present was Kellie Skehan, Town Clerk/Tax Collector, Harry Merrow, Treasurer, and Karen Anthony, Finance & Benefits Administrator.

**Finance Meeting:**

White reported that the Fire Precinct payments have been adjusted to reflect the final appropriation set with the tax rate and the updated payment scheduled has been received from Governor Wentworth Regional School District. Discussion took place on the tax rate reduction and why it was so significant. The appropriations, revenues, and valuation figures were all reviewed.

Merrow questioned if tax collections have increased. Skehan responded that it fluctuates each year.

White discussed a request for reimbursement to the Trustees of Trust Funds that cannot be honored. Expenses will be reallocated and requested.

Anticipated encumbrances and Warrant Article purchases will be requested from Department Heads on Monday. Projections for the amounts remaining in the budget will be used to estimate additions to the unreserved fund balance (surplus).

White informed the Board of multiple purchase orders that have been received from the Cemetery Trustees for the purchase of a computer, stump grinder, and granite sign for the Abbott Cemetery.

Skehan reported approximately \$250,000 has been collected on the second half tax billing so far. A closing on the property located at 60 Route 16B will generate an additional \$30,000 tomorrow. More collections are anticipated by the end of the year including the mortgage escrows around 12/21/2017.

Merrow reported that he has borrowed \$1.8 million from the tax anticipation note, with \$800,000 remaining available to borrow. He is looking to pay off the note by the end of the year and reapply after the first of the year to have funds available for Town Meeting.

Discussion took place on the cost to hold the Special Town Meeting. Skehan estimated approximated \$1,000 plus the audio for another \$1,000.

Skehan reported that she has received a request for buyback estimate on the Newman Drew Road property. Discussion took place on the prior ownership.

White announced the audit is on schedule for the week of 1/29/2018. Dates were discussed for the preliminary audit in the first week of January.

Skehan, Anthony, and Merrow were dismissed at 3:43 PM.

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

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

**Budget Review:**

The Budget Committee meets again the first week in January. Tabled items to review include the Government Buildings budget. Estimated revenues are to be calculated for review at the meeting as well as any proposed Warrant Articles.

Discussion took place on the court hearing and proposed opportunity for a re-vote. The hearing has been rescheduled for 1/4/2018 at 9:00 AM.

White shared correspondence received from CarePlus regarding ambulance coverage.

Being no further input, the work session was adjourned.

Adjourned at 4:03 PM.

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Richard H. Morgan, Chairman

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Robert C. Freeman

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Sandra P. Martin

To be approved 12/18/2017