

Selectmen's Work Session, Non-Public Session & Finance Meeting
Monday, September 10, 2018

Chairman Morgan called the Work Session to order at 3:01 PM. The following meeting was held in the upstairs conference room at Town Hall. Present were Selectmen Richard Morgan, Sandra Martin, and Martha Eldridge, and Ellen White, Town Administrator, who recorded the minutes. Also present were Brad Harriman, Public Works Director, and Bill Eldridge, Highway Foreman.

Non-Public Session:

Morgan polled the Board for a non-public session under RSA 91-A:3, II (a) for a personnel matter at 3:02 PM. Roll call vote was taken. Martin answered yes, Eldridge answered yes, and Morgan answered yes. Morgan made a motion to adjourn the non-public session at 3:40 PM. Martin seconded. A unanimous vote was taken.

The work session reconvened at 3:40 PM. Harriman was dismissed at 3:40 PM.

Review of Red Folders, Accounts Payable and Payroll Manifests:

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

Finance Meeting:

Kellie Skehan, Town Clerk/Tax Collector, Harry Merrow, Treasurer, and Karen Anthony, Finance & Benefits Administrator, entered at 3:47 PM.

Merrow reported the General Fund balance to be \$655,000 after today's accounts payable and payroll manifests are approved.

Skehan requested election coverage, primarily for opening and closing the polls. Morgan opted to take the morning shift, Eldridge for the afternoon, and Martin for the evening.

Merrow stated that there are approximately \$40,000 in revenues being collected weekly. Anthony stated the September school payment is due in the amount of \$94,000 and then the October-December payments are in the amount of \$530,000 each month.

Merrow anticipates having to borrow from the Tax Anticipation Note in the next few weeks. He stated that he will borrow once the balance falls below \$300,000.

Discussion took place on the tax rate setting. White stated that the MS-1 and MS-535 forms have been submitted and are in the Selectmen's red folder for signatures this evening. She also stated that she anticipates receipt of the final copy of the audit next week.

The budget status was reviewed and noted to be in good shape. Morgan discussed now is the time to put a hold on all discretionary spending. White will announce this to all Department Heads at next week's Department Head Meeting.

The County Tax in the amount of \$918,000 is due December 17.

Skehan, Merrow and Anthony were dismissed at 3:55 PM.

Discussion:

Morgan questioned the status of the Revaluation Capital Reserve Fund and what impact there will be if the Town-wide revaluation is moved up to 2019. White stated that there is approximately \$75,000 in the fund as of this year and the balance needed to complete it (\$25,000) would need to be raised in 2019. Instead of the fourth year cyclical check taking place, it would be held off until 2020. Morgan suggested arranging a meeting with Assessor Todd Haywood to discuss this further.

Being no further input, the work session was adjourned. Adjourned at 4:00 PM.

Richard H. Morgan, Chairman

Sandra P. Martin

Martha B. Eldridge

To be approved 9/17/2018