

Selectmen's Finance Meeting, Work Session & Non-Public Session
Monday, May 6, 2019

The following meeting was held in the upstairs conference room at Town Hall. Present were Selectmen Sandra Martin, Martha Eldridge, and Susan Simpson, and Ellen White, Town Administrator, who recorded the minutes.

Chairman Martin called the work session to order at 2:00 PM.

Review of Red Folders, Accounts Payable and Payroll Manifests:

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

Non-Public Session:

Martin polled the Board for a non-public session under RSA 91-A: 3, II (a) for a personnel matter at 2:19 PM. Roll call vote was taken. Martin answered yes, Eldridge answered yes, and Simpson answered yes. Martin made a motion to adjourn the non-public session at 3:13 PM. Eldridge seconded. A unanimous vote was taken.

The Work Session reconvened at 3:13 PM.

Finance Meeting:

Also present were Kellie Skehan, Town Clerk/Tax Collector, Harry Merrow, Treasurer, and Karen Anthony, Finance & Benefits Administrator.

Skehan distributed her monthly report of Town Clerk fees and tax collections. Martin questioned if Skehan is receiving a lot of boat registrations. Skehan responded that boat registrations come in early in the year when property owners submit their applications for mooring permits. Skehan stated that April was a better month than March but mainly due to the setting of the liens which prompts additional collection of taxes due. Skehan reported the tax bills are to be mailed out tomorrow with a due date of 7/1/2019 and she is hopeful the bank and mortgage escrows will come in sooner than the due date.

Merrow reported the General Fund balance to be \$617,895.99. The School District payment due in February was paid a few weeks ago, and the March payment will be going out this week. There is no payment due in April, but the May and June payments are \$1 million each.

Anthony stated that starting in July, she will be distributing the total of all payments due to the School District into twelve equal installments for easier budgeting. According to research conducted, there is nothing in the RSAs that requires the monthly payments to be made as they are requested by the School District.

Skehan reported the uncollected taxes to be approximately \$500,000, which is about average.

White stated that she will get an update on the status of the audit.

Merrow and Anthony were dismissed at 3:22 PM.

Non-Public Session:

Martin polled the Board for a non-public session under RSA 91-A: 3, II (c) for a tax matter, and RSA 91-A: 3, II (b) for a personnel matter at 3:23 PM. Roll call vote was taken. Martin answered yes, Eldridge answered yes, and Simpson answered yes. Martin made a motion to adjourn the non-public session at 3:54 PM. Eldridge seconded. A unanimous vote was taken.

The work session reconvened at 3:54 PM.

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

The Accounts Payable & Payroll Manifest, Red Folder, and Water & Sewer Red Folder review continued.

White informed the Board that Brad Harriman, Public Works Director, will have a representative from NRRA coming in next Monday for discussion on recycling costs. The time is to be announced.

Being no further input, the work session adjourned. Adjourned at 3:58 PM.

Sandra P. Martin, Chairman

Martha B. Eldridge

Susan J. Simpson

To be approved 5/13/2019