

Selectmen's Work Session Monday, November 14, 2022

The following meeting was held in the upstairs conference room at Town Hall. Present were Selectmen Martha Eldridge, Susan Simpson and Jonathan Smith. Matt Sawyer Jr., Town Administrator was also present, and recorded the minutes. Public Works Director TJ Eldridge was present.

Chairman Smith called the meeting to order at 2:30 PM.

Discussion:

Smith motioned to enter a nonpublic session under RSA 91-A:3, II(a). Simpson seconded and a roll call vote was taken:

Smith – YES

Eldridge – YES

Simpson – YES

The nonpublic session began at 2:31 PM

At 3:33 PM Smith motioned to reenter the public session. Eldridge seconded and the vote passed 3-0. Smith motioned to seal the minutes to the nonpublic session. Eldridge seconded and the vote passed 3-0.

The group reviewed 2023 Warrant Articles. Smith discussed a recent BTLA court order that will require the Town to do a complete town-wide revaluation under expanded rules which will be vastly more expensive. He said that we are fighting it through the Town Attorney but have budgeted \$450,000 in the revaluation warrant article for now and kept the paving article in there but at \$1. If the BTLA allows the Town to do the regular revaluation, we can move around \$300,000 from the revaluation line into the paving line.

The rest of the warrant articles were presented and reviewed as follows:

Purpose	Request	From CRF/ETF	General Taxation	BOS Recommend
BTLA ordered expanded revaluation	450,000	30,000	420,000	420,000
Make Govt Buildings Repairs/Improvements	20,000		20,000	20,000
Add to Government Buildings ETF	20,000		20,000	20,000
Paving	1		1	1
Add to the Highway Equip CRF	200,000		200,000	200,000

Grader Payment	57,000		57,000	57,000
Add to Invasive Species ETF	25,000		25,000	25,000
Add to Bridge Repair/Replace ETF	25,000		25,000	25,000
Make the Water Bond Payment	58,000		58,000	58,000
Add to Benefit Pay ETF	15,000		15,000	15,000
Add to Solid Waste Disposal and Rec. ETF	20,000		20,000	20,000
Create Police Vehicle and Equipment ETC	50,000		50,000	50,000
Create a Recreation ETF	10,000		10,000	10,000
Upgrades to WCB approach and area	20,000		20,000	20,000

Smith motioned to recommend the warrant articles as presented for a total of \$940,001. Simpson seconded and the vote passed 3-0.

Sawyer presented projected 2023 revenues as follow:

SOURCE OF REVENUE	2022 DRA FINAL EST. REVENUES	2023 BOS PROJECTED REVENUES
TAXES		
<i>LAND USE CHANGE TAXES</i>	\$ 50,000	\$ 50,000
<i>(TIMBER) YIELD TAXES</i>	\$ 19,000	\$ 19,000
<i>EXCAVATION TAX</i>	\$ 14,000	\$ 14,000
<i>INTEREST & PENALTIES ON DELINQUENT TAXES</i>	\$ 80,000	\$ 80,000
LICENSES, PERMITS AND FEES		
<i>BUSINESS LICENSES & PERMITS</i>	\$ 10,000	\$ 10,000
<i>MOTOR VEHICLE & BOAT PERMIT FEES</i>	\$ 1,000,000	\$ 1,000,000
<i>OTHER LICENSES, PERMITS & FEES</i>	\$ 15,000	\$ 15,000
FROM STATE		
<i>STATE SHARED REVENUES</i>	zero	zero
<i>MEALS & ROOMS TAX DISTRIBUTION</i>	\$ 389,000	\$ 389,000
<i>HIGHWAY BLOCK GRANT</i>	\$ 178,000	\$ 178,000
<i>STATE & FEDERAL FOREST LAND REIMBURSEMENT</i>	\$ 1,000	\$ 1,000
<i>OTHER (INCLUDING RAILROAD TAX)</i>	\$ 27,000	\$ 27,000
CHARGES FOR SERVICES		
<i>INCOME FROM DEPARTMENTS</i>	\$ 380,000	\$ 380,000
MISCELLANEOUS REVENUES		

<i>SALE OF MUNICIPAL PROPERTIES</i>	\$ 190,000	\$ 75,000
<i>INTEREST ON INVESTMENTS</i>	\$ 25,000	\$ 25,000
<i>OTHER</i>	\$ 35,000	\$ 35,000
INTERFUND OPERATING TRANSFERS IN		
<i>SEWER - OFFSET</i>	\$ 226,000	\$ 232,150
<i>WATER - OFFSET</i>	\$ 203,959	\$ 223,180
<i>FROM CAPITAL RESERVE FUNDS</i>		
OTHER FINANCING SOURCES		
<i>AMOUNTS VOTED FROM FUND BALANCE</i>		
<i>ESTIMATED FUND BALANCE TO REDUCE TAXES</i>	\$ 250,000	\$ 250,000
TOTAL	\$ 3,092,959	\$ 3,003,330

Smith motioned to recommend the 2023 projected revenues as presented for a total of \$3,003,330. Simpson seconded and the vote passed 3-0.

Town Clerk Kellie Skehan joined the meeting and explained that at the election on 11/8/2022 that when they boxed everything up, they didn't box and seal the 13 voided ballots. Per the Secretary of State, the BOS and TC would box it and seal it together and sign off on it. Selectman Smith and TC Skehan sealed the box together with the ballots inside, and the three Selectmen signed the sealed document.

An updated Employee Manual was presented to the BOS, which was a result of a NHRS audit which identified the need to clarify a few sections per Finance Director Andrea Picard. Sawyer provided highlighted copies of the sections which changed according to Picard, which were the vacation and sick pay section which now specifies that sick and vacation are combined and included in earned time (as opposed to being in addition to earned time). Sawyer said another change is the inclusion of the termination policy which details the disciplinary steps normally taken. The Board had voted to change the process for all employees to match the union's process, per a vote passed in January 2020. Sawyer said the final change that he is aware of is the inclusion of the Town's recently adopted drug and alcohol policy. Smith motioned to approve the updated employee manual with these four changes. Eldridge seconded and the vote passed 3-0.

Smith motioned to recess until 4:15 PM. Eldridge seconded, and the vote passed 3-0.

Jonathan H. Smith, Chairman

Martha B. Eldridge, Selectman

Susan J. Simpson, Selectman