

Selectmen's Workshop
November 3, 2014

Chairman Morgan called the workshop to order at 2:00 PM. Present were Selectmen Richard Morgan, Robert Freeman and Franklin Riley, and Ellen White, Town Administrator, who recorded the minutes.

White announced the purpose of the workshop is to review the budgets to be presented this evening.

White reviewed the Selectmen's Office budget request stating the largest decrease to be a result of reduction in salary and benefits from Martha's retirement. She stated that she added for post-employment benefit reporting and the new computer module for tracking capital assets. She also added in the cost for a new website and computer maintenance to include a maintenance agreement. White also reduced the assessing line to reflect expenditures.

The Government Buildings budget request was reviewed. White questioned whether the Board would like to investigate moving the part-time laborer position to full-time. Further discussion took place but a decision was not made. White informed the Board that Harriman increased the line to account for more cleaning to take place.

The Highway Department was reviewed. Riley questioned the year-to-date expenditures on the safety line item. White questioned the subcontractor insurance requirements. This will be looked into further.

The Public Works Director's budget request was reviewed. Morgan discussed the need to incorporate this budget and the Zoning Enforcement Officer's budgets into the Selectmen's Office.

The hauling and dumping fees were discussed in the Transfer Station's budget request.

Freeman questioned the increase in the holiday pay line item. White responded that it had been miscalculated in 2014.

Natalie Hall, Treasurer, Kellie Skehan, Town Clerk/Tax Collector, and Elaine Sherman, Finance Manager, arrived at 3:00 PM for the finance workshop.

Hall reported that \$75,000 was borrowed this week and the October school payment of \$459,000 is still on hold. She added that \$1.2 million remains available in the TAN note.

White reported that she has emailed DRA Advisor Michelle Clark for an update on the tax rate setting but Ossipee is still not in the tax queue.

Sherman stated that she figured she needs \$600,000 to cover payroll and benefits until the end of the year and an additional \$200,000 for the fire precincts and ambulance payments.

The school payment and due date were discussed. Skehan stated that the payment is due on the first of the month but late fees have not been assessed.

Morgan discussed holding precinct payments until all required paperwork is filed with the Department of Revenue. Additional discussion took place on putting pressure on the County to make sure their paperwork is also filed on time. Skehan stated that the County payment is due 12/15/2014. She added that a few towns only paid half last year and their late fee was waived. Brief discussion took place on the financial status of the County.

Skehan reported that money is coming in slow but the Water & Sewer bills are due on 11/10/2014.

White stated that the final letter received from the Auditors made note that the Treasurer only reconciles the General Fund. A copy was presented to Hall for further review.

Discussion took place on the amount borrowed on the TAN note. Hall will see if a revolving line of credit is an option for future borrowing. Additional discussion took place on increasing the amount borrowed in the future.

Additional discussion took place on tax collection, abatement processing and precinct collections. Madison and Wakefield were towns noted that do not borrow in anticipation of taxes.

Being no further input, the workshop was adjourned.

Adjourned at 3:40 PM.

Richard H, Morgan, Chairman

Robert C. Freeman

Franklin R. Riley

To be approved 11/10/2014