Selectman Morgan called the workshop to order at 3:00 PM. Present were Selectmen Richard Morgan, Franklin Riley and Robert Freeman, and Ellen White, Town Administrator, who recorded the minutes. Also present were Elaine Sherman, Finance & Benefits Administrator, Kellie Skehan, Town Clerk/Tax Collector, and Harry Merrow, Treasurer.

Merrow reported a General Fund balance of approximately $403,000 following the posting of payroll today.

Sherman presented an updated spreadsheet of projected cash flow and expenditures.

White reported on the expenditures received to date from the Bayle Mountain wildfire.

White informed the Board that Merrow received a donated computer from Northway Bank and a second one will be delivered to the Police Department.

White opened a discussion on the billing and collection process of the Water and Sewer Department. Skehan stated that the Tax Office has been collecting fees for the Department since approximately 1997. She stated that for the service, the Tax Office collects $450 per quarter and any interest and penalties that accrue on the billing is kept by the Town. Discussion took place on potential legal expenses and the disbursement of a separation package. Further discussion ensued on whether the water and sewer system can sustain on its user fees. Morgan requested that Sherman work on a report of budget versus expenditures for review next Monday. Skehan was asked to provide a history of collections. He then requested a joint meeting be scheduled with the Water and Sewer Commissioners next Monday. White will arrange this meeting.

Discussion took place on various Boards and Commissions not following Town policies and procedures, especially in relation to hiring practice.

The two Capital Reserve Funds for the Water and Sewer Department were discussed. Updated balances will be requested from Trustee of Trust Funds Condict Billings.

Morgan discussed issuing a memo to all Boards and Commissions requesting they attach a copy of the minutes approving all expenditures with any invoices submitted for payment processing. Riley stated that it would be best to legislate by policy rather than memo and suggested an amendment to the current Purchasing Policy that will address how the Boards and Commissions handle their expenditures.

White opened the discussion on the open issues with mobile homes in Ossipee Mountain Estates Cooperative that have not been transferred legally. Morgan requested a joint meeting with the Board of Directors from the Cooperative, with theirs and the Town's legal counsel present. Skehan stated that the Cooperative is responsible for obtaining a list from the Tax Collector of taxes due. She is unable to generate a list without a request.

Merrow stated that funds may need to be borrowed from the TAN note next week. The May payment to the School District has not been scheduled to date. All agreed to hold off on the payment for now. Skehan stated that $1 million has been collected so far but the first half bills are not due until the first of next month.

Discussion took place on the credit card processing in the Tax Office. Skehan reviewed a recommendation made by Claire Kent from Choice Computers on the security settings. The Board agreed that the terminals should be ordered with upgraded security to protect from identity theft. White will connect with Kent to move forward with the upgraded security option.

Sherman and Merrow were dismissed at 4:02 PM.

White informed the Board that Rick Sager has rescheduled the auction to 9/19/2015 to allow time to notify the former property owners. White questioned what other properties the Board may want to add to the existing list of properties to auction. A final review will be completed in a workshop next Monday at 2:30 PM. Skehan stated that Sager will have to provide a list of properties to the Conservation Commission for their review.

Being no further input, the workshop adjourned at 4:10 PM.

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Richard H. Morgan, Chairman

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Franklin R. Riley

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Robert C. Freeman

To be approved 6/8/2015