

Selectmen's Workshop
Monday, June 22, 2015

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.

Kellie Skehan, Town Clerk/Tax Collector, entered to discuss how the Board would like to handle the 11 properties in Ossipee Mountain Estates Cooperative, Inc. that are to be taken by Tax Collector's Deed per the agreement made between the Town and the Cooperative. The Board agreed to initiate the Tax Collector's Deed when they come up for 2012 lien review.

White called for clarification from Attorney Sager on how the properties should be sold once they are taken by the Town. She presented the Board with Sager's advice which is to hold an auction. The Board requested that White request that Sager handle the auction process.

Skehan presented the Board with an updated payment arrangement request form for their review and comments. No changes were requested.

Skehan was dismissed at 3:20 PM.

White presented a draft copy of a Tax Payment Agreement Policy she and Selectman Riley had been working on for review. The Board will act on the new policy during the regular meeting.

White stated that three properties lost the Elderly Exemption due to being over the income limitations by \$500 or less. White stated that she is compiling a list of the asset and income limits for the surrounding towns for comparison. The Board requested administrative abatements for the three properties. The Board will review the limits for a possible increase at next Town Meeting.

White informed the Board of an issue with the cleaning of the Town Hall. The Board questioned whether a part-time position should be considered rather than subcontracting the service. The Board agreed that the current budget cannot support the cost of cleaning to certain specifications. White stated that she has a commercial company coming out to meet with her on Wednesday.

White informed the Board that she was questioned by Commissioner Kwiatkowski on what the Town's policy is on background checks. She stated that there is no written policy in place but practice has been that an employee is normally not cleared to begin work until a satisfactory background check is performed. The Board agreed with the process. White will work on developing a policy to incorporate into the new Employee Manual. White informed the Board that as of this afternoon, Kwiatkowski still did not have possession of the new employee's background check.

White stated that she is working on the final revisions of the employee manual and should have a copy for the Board by the end of the week.

A request for charitable exemption status made by the Lakes Region Conservation Trust was reviewed. The Assessor presented a BTLA appeal vs. the Town of Tamworth where LRCT was granted exempt status. The Assessor does not believe that they qualify and recommends a legal opinion from the Town Attorney based on the appeal finding. The Board asked White to forward to the Town Attorney for his review.

Brad Harriman, Public Works Director, entered to review Change Order #3 for the Whittier Covered Bridge project. Harriman informed the Board that Hoyle, Tanner & Associates is working on a response to the new request. Morgan questioned when the next phase of the project will be addressed.

Harriman answered that a meeting has been scheduled for discussion, and added that he already has approval from NH DOT to proceed with Hoyle, Tanner & Associates for phase 3.

White informed the Board and Harriman of a complaint received about multiple persons on a backhoe at the Transfer Station. Harriman will investigate the complaint.

An employee leave request was presented and approved.

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

Richard H. Morgan, Chairman

Franklin R. Riley

Robert C. Freeman

To be approved 6/29/2015