

**Selectmen's Workshop**  
**Monday, July 13, 2015**

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

White stated she requested and received proof of payments made toward the Gazebo from the Ossipee Main Street Program. The Board agreed to process their semi-annual allocation as approved at Town Meeting.

White informed the Board that there is \$1,500 available for shelter care/expenses in the Dog Officer's budget as well as a credit of \$250.00 with the Lakes Region Humane Society. She stated that expenses for food, shelter and veterinary care will likely be incoming from the recent animal seizure at Sweet Paws Inn. Morgan stated that they will seek restitution for any expenses borne by the Town.

Skehan reported that collections are approximately \$700,000 ahead of last year. Sherman commented that of the \$3.3 million balance, \$1.2 will be issued in payables this week leaving a balance of approximately \$2.1 million. Sherman stated that the July payment to the school district will be mailed out tomorrow, only a few days beyond the requested due date. Discussion took place on the upcoming monthly school payment amounts. Sherman stated the total in school payments between now and 1/1/2016 is \$1.95 million. Morgan commented that cash flow has been much better than in the past.

Various projects were discussed including the Whittier Covered Bridge, Library roof and incoming expense for the second new cruiser. Riley spoke on the outcome of the meeting held at the Whittier Covered Bridge stating they settled on a figure for the cost but the Town is still looking at a 20% match around \$19,000.

Expenditures and reimbursements received on the Bayle Mountain Fire were briefly discussed. Discussion took place on establishing a capital reserve fund for natural disaster relief. Various capital reserve accounts were discussed but further information is needed from the Trustees of Trust Funds.

Discussion took place on encumbering funds and warrant articles from prior years for open or incomplete projects.

White stated that she has still not received the draft copy of the audit. Discussion ensued. A question arose as to whether the auditing service should be put out to bid. It was suggested that a supply audit by date stipulation should be added into the contract.

Brief discussion took place on the draft employee manual. White stated that a few additional changes need to be made to reflect the current life insurance policy. Sherman is working on a quote to increase the insurance coverage for the employees who make more than \$50,000 per year. Discussion also took place on the requirement for employee background checks. This will be discussed further at the Department Head Meeting on Monday.

Sherman and Skehan were dismissed at 4:00 PM.

White provided the Board with information she had compiled on the YMCA ballfield. She stated that a request has been made by Brad Harriman, Public Works Director, and the highway crew to make a memorial or dedicate the ballfield in the memory of Bub Avery. The Board discussed Constitution Park's ballfield an option with better exposure. Further discussion will take place at a later date.

White stated that responses need to be drafted to address complaints filed by James Kazolias and Jennifer Elliott.

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 7/20/2015