

Selectmen's Workshop
Monday, December 7, 2015

Chairman Morgan called the meeting 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 was Kellie Skehan, Town Clerk/Tax Collector, Harry Merrow, Treasurer, and Elaine Sherman, Finance & Benefits Administrator.

Skehan reported that money is being collected on the tax bills but we are behind schedule with the bills being mailed out just before Thanksgiving. Online payments have doubled and the escrow transfer will take place the week before Christmas.

Merrow stated that \$1.6 million is needed for accounts payable for the rest of the year and \$1.5 million is available to borrow from the TAN note. Merrow stated that 12/31/2015 is the date for the last draw and the TAN note is due to be paid off 1/20/2016. Sherman stated that the \$1.6 million does not include the last few weeks of payroll but the benefits payments have been made.

Sherman reviewed the change in the Fire Precinct disbursement this month being the result of a change made at Ossipee Corner's Meeting where their building capital reserve was increased by \$10,000.00.

Morgan commented that the budget looks good and questioned if there are any incoming large expenditures. Discussion took place on the auction proceeds which will be turned into the general fund. White stated that there is an incoming invoice payable to 3G Construction for \$109,000.00 and questioned whether there will be enough funds reimbursed to cover the payment before year-end. White stated that 3G's invoice paid last week cannot be reimbursed by the Trustees because there is not enough funds in the Trust Fund. Additional discussion took place on the concern of the impact the change orders will have on the total project.

Discussion took place on the funding for the highway garage expansion.

Morgan reviewed the proposed 2016 operating budget. White stated that it reflects a 6.39% increase or 5.3% without Water & Sewer, but the operating budget includes the cost of the ambulance service which was a warrant article in 2015.

White informed the Board that the preliminary audit review is scheduled for 12/17/2015 and the full audit will take place the last week of January. Discussion took place on when the audit should be furnished. White will question when the earliest we can expect it at the time of the preliminary review.

Discussion took place on the Capital Assets inventory and program as well as the impact of the depreciation expense impact on the Town's government-wide financials.

Discussion took place on property liability insurance coverage.

White stated that the Registry of Deeds will not be supplying the property transfer deeds to the Town once they are active online. Skehan suggested that Jessi O'Blenes, Assessing Clerk, retrieve the deeds online daily. White reviewed the billing and statement process which can only be emailed to one location.

Sherman questioned whether a letter can be sent to all department heads, Boards and Commissions outlining the new vendor set up procedures. Additional discussion ensued.

Skehan and Merrow left at 3:45 PM.

Sherman stayed for discussion on the computer maintenance and backup procedures. White was asked to have a company come in to do an evaluation on the current network, backup methods and equipment replacement recommendations. Sherman left at 4:00 PM.

White reviewed the estimated revenues she has figured not including any reserve funds to be used toward warrant articles.

The assessing contract proposal received from Todd Haywood, Granite Hill Municipal Services was reviewed. White stated that the assessing contract has not been put out to bid but the current contract extension with Haywood expires the end of this month. The Board requested a one-year contract with option to renew for up to four years. White will review the request with Haywood.

The Board requested workshop time next week to discuss the Water & Sewer Department.

Being no further input, the workshop was adjourned.

Adjourned at 4:10 PM.

Richard H. Morgan, Chairman

Franklin R. Riley

Robert C. Freeman

To be approved 12/14/2015