

**Selectmen's Workshop & Finance Meeting**  
**Monday, April 3, 2017**

Chairman Morgan called the workshop to order at 3:00 PM. Present were Selectmen Richard Morgan, Robert Freeman, and Sandra "Sam" Martin, and Ellen White, Town Administrator, who recorded the minutes. Also present was Harry Merrow, Treasurer.

The Board reviewed the weekly manifest and red folder contents.

The Board listened to the audio recording of the Conservation Commission Meeting of 11/9/2016 regarding the \$500.00 donation made to the Dan Hole Pond Watershed Trust.

Discussion took place on the revenue received from the Sumner Brook property as well as timber proceeds for cuts that have taken place on conservation land.

White informed the Board of a complaint received from a resident on Bents Road in regard to the snow piling up at the end of their driveway from snowplowing. White stated that she reviewed the incident with Public Works Director Brad Harriman and found that there was a phone altercation that occurred between the same resident and the Highway Foreman over the weekend that was reported to Harriman.

Copies of the Town of Wakefield's Sign Ordinance were presented by ZEO Steve McConarty. The Board requested copies for review.

Kellie Skehan, Town Clerk/Tax Collector, and Elaine Sherman, Finance & Benefits Administrator, entered at 3:30 PM for the Finance Meeting.

Merrow reported the General Fund balance to be \$468,000. There is no school payment due in April. However, the May school payment is approximately \$689,000.

Merrow stated that the Tax Anticipation Note has been approved and the documents to finalize it will be sent soon.

Discussion took place on dates to have the first half Tax Warrant issued. White will speak with Assessor Todd Haywood to request a data entry completion date of 4/24/2017 so the Warrant can be signed on 5/1/2017.

Skehan reported that \$95,000 has been collected on 2016 taxes that remain due and approximately \$575,000 remains uncollected.

Skehan stated that all information has been delivered to Rick Sager for the tax sale. White will confirm the date of the auction. Brief discussion took place on the auction process. Skehan was requested to find out how the last auction proceeds compare to what was uncollected on the properties disposed of during the auction.

A property taken for taxes was repurchased by the former owner. A Selectmen's Deed is in the red folder for signatures. An additional repurchase request is in the works.

Discussion took place on the computer at the Water & Sewer Department. Skehan has been working with Avitar to complete necessary backup of the water & sewer system information. White will

contact RMON Networks to add the workstation for IT support and monitoring. Additional discussion took place on what will need to happen to have the billing take place in the Tax Office.

Sherman stated that she has not received an answer from NHMA or the auditor as to how to proceed with the bookkeeping of the Water & Sewer Department fund. A Chart of Accounts has been requested from Doreen McAuliffe, Water & Sewer Clerk. Additional discussion took place on the cost split of the water and sewer expenses and how it was ever determined to be figured at a 60/40 split. The Department of Revenue will be contacted for further guidance on how to handle the department's funds.

Sherman discussed the status of the Water & Sewer Department employees and stated that they need to be issued Town Personnel Policies so they are aware of the benefits and Town policies in effect. White will create and distribute copies.

Being no further input, the meeting was adjourned.

Adjourned at 4:10 PM.

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Richard H. Morgan, Chairman

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Robert C. Freeman

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Sandra "Sam" Martin

To be approved 4/10/2017