

**Selectmen's Finance Meeting & Work Session**  
**Monday, May 1, 2017**

Chairman Morgan called the Finance Meeting to order at 3:05 PM. Present were Selectmen Richard Morgan, Robert Freeman, and Sandra Martin, and Ellen White, Town Administrator, who recorded the minutes. Also present were Kellie Skehan, Town Clerk/Tax Collector, and Harry Merrow, Treasurer.

White reviewed the totals for the payroll and small accounts payable batch that were cut today. She stated that the benefits payments also need to be cut this week but they would have to be postponed until tomorrow. Merrow reported an estimated balance of \$450,000 excluding the benefits payments of approximately \$100,000.

White presented a request for a refund received from a resident whose vehicle would not pass inspection and will not be replaced. Skehan stated that once a request for refund has been received and approved by the State she will be able to process a refund of the Town fees. Skehan will touch base with the customer to review the process.

Discussion took place on postage needed for upcoming mailings.

Discussion took place on the liening process and why the Town cuts a check and then deposits it for the lien total. Skehan answered that the Town buys the tax money due and then eventually collects along with an additional \$17.50-\$22.50 for each lien.

Merrow reported that the Tax Anticipation Note is available to be borrowed from.

Skehan reviewed the following upcoming notice dates:

Deeding notices – 5/1/2017

Dog licensing notices – 5/2/2017

Tax bills – 5/9/2017

Tax lien notices to mortgage companies – 5/16/2017

Discussion took place on the Water & Sewer billing and the study being completed on the system. Skehan stated there are inconsistencies that will need to be corrected. Further discussion took place on the amounts needed to maintain the system and whether users will be able to sustain its operation.

Morgan stated that Wayne “Bo” Eldridge is in the process of getting assistance to have the water system detected for leaks.

Skehan stated that she can be ready for the water & sewer billing to take place from her office in the third quarter if we are able to get the Avitar system onto our server and have Doreen set up for remote access. White will be working with RMON Networks to get this process started.

The metering system is suggested for replacement. Currently, there are approximately 30 places that need to be revisited.

Discussion took place on what is required for reporting to the State and agencies. It was agreed that a timeline should be requested of what is due on an annual basis and when. The bylaws are also in need of updating now that the Water & Sewer Commission has been dissolved.

An abatement request for water usage to keep pipes from freezing was reviewed and discussed. Morgan stated that the issue is not on the water system side and should not be granted an abatement.

Skehan and Merrow were dismissed at 3:35 PM.

Martin and White reviewed the Cease & Desist notices that are now being posted by Steve McConarty, Zoning Enforcement Officer. Discussion took place on the implementation of fines for violation of the Zoning Ordinance. Any changes or amendments would have to be petitioned at Town Meeting.

White was asked to prepare a letter to Chester “Ski” Kwiatkowski asking what his intention is for maintaining his positions on the Planning Board and ZBA.

White questioned how the Board would like to proceed with interviews for the Finance & Benefits Administrator position. Discussion ensued and it was agreed that the Board of Selectmen would conduct the interviews.

White was asked to contact Ron Adams to see if he had any documentation pertinent to the Conservation Commission.

Being no further input, the work session was adjourned.

Adjourned at 3:45 PM.

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Richard H. Morgan, Chairman

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Robert C. Freeman

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Sandra P. Martin

To be approved 5/8/2017

