

**Selectmen's Work Session, Finance Meeting & Non-Public Session**  
**Monday, October 7, 2019**

The following meeting was held in the upstairs conference room at Town Hall. Present were Selectmen Sandra Martin, Martha Eldridge, and Susan Simpson, and Ellen White, Town Administrator, who recorded the minutes.

Chairman Martin called the meeting to order at 2:00 PM.

**Review of Red Folders, Accounts Payable and Payroll Manifests:**

The Accounts Payable & Payroll Manifest, Red Folder, and Water & Sewer Red Folder were reviewed.

**2020 Municipal Budget Review:**

The proposed budgets for the Town Clerk/Tax Collector, Registration, Election, Recreation Department, Economic Development, Government Buildings, and Transfer Station were reviewed. White stated the Highway Department budget has not been prepared and requested additional time. Eldridge questioned if there was additional detail provided for the Town Clerk/Tax Collector budget. There was none. This will be requested during the Selectmen's Meeting. Additional discussion took place on the Warrant Article that used to be presented by the Recreation Department for parks & facility maintenance. White explained that Craig Brady, Recreation Director, will be seeking the establishment of a Capital Reserve Account for this purpose.

Brady entered at 2:30 PM. Brady informed the Board that the grant he has applied for through the Land and Water Conservation Fund for improvements to the athletic fields at Constitution Park is a 50/50 matching grant which would require the total amount to be raised by Warrant Article. He will know more specifics on the cost well before Town Meeting but wanted to give the Board advance notice.

Brady informed the Board that the Ossipee Main Street Program has donated a community message center sign at the cost of \$1,233 for the Center Ossipee Village Playground.

Brady stated that the maintenance needs include resurfacing of the tennis courts and replacement of wood chips at each playground every two years. Brady estimates the resurfacing cost to be \$9,200 including the relining of the courts. Discussion took place on offering more amenities at Constitution Park. Brady was asked to research the cost of adding a basketball court at Constitution Park.

Brady stated that if the Board is in favor of placing a Warrant Article on the Town Warrant to establish a Capital Reserve Fund, \$20,000 can be reduced from his budget request.

Brady stated the cost to expand the playground at Constitution Park is approximately \$23,000 which will add a structure for 2-5 year olds and a separate tire-style swing.

Brady discussed splitting the part-time wages between Slayd Dore and Colt Avery as Co-Program Assistants. The Board was in agreement.

Brady was dismissed at 2:47 PM.

Jen Berkowitz, Schools Out! Program, entered to discuss the status of funding for her program. As of now, she will be seeking level-funding but the program is still at risk of losing the bulk of the grant funding that has supported it over the years. She reviewed the changes in the grant requirements and the challenge face with the Schools Out! Program not being a separate 501C3 organization. Berkowitz provided the Board with information on the program for their review. Discussion took place on potential outcome if the program is not able to sustain. Berkowitz was dismissed at 3:10 PM.

#### **Finance Meeting:**

Harry Merrow, Treasurer; Karen Anthony, Finance & Benefits Administrator; and Kellie Skehan, Town Clerk/Tax Collector were also present.

Skehan reported that \$400,000 remains uncollected for 2019 and \$1,141,000 is the total outstanding which includes Water & Sewer.

Merrow announced the opening of accounts through Bank of New Hampshire. The full transition from Northway Bank will begin this week.

Merrow reported the General Fund balance to be \$2,092,000; after today's payroll and accounts payable it will be \$1,700,000. Concern was raised about upcoming payment obligations including the \$900,000 County Tax payment due in December. Other upcoming expenditures were discussed.

Brief discussion took place on the School District payments. Merrow reported that \$1,500,000 has been borrowed from the Tax Anticipation Note. \$1,000,000 remains available to borrow.

Anthony stated that invoices are being processed more timely and the process has been smoother. She requested the Selectmen to come in on Friday to sign the accounts payable manifest and payroll manifest due to the Columbus Day holiday.

Discussion took place on the tax rate setting queue. White stated she has not checked on the status of the Fire Precincts, School District, or County but will. The MS-1 extension deadline is noted to be 10/14/2019.

Anthony reviewed the time clock system. The automatic rounding feature has been removed and is being monitored manually. Missing punch slips are being utilized when necessary.

Anthony & Merrow were dismissed at 3:25 PM.

#### **Non-Public Session:**

Martin polled the Board for a Non-Public Session pursuant to RSA 91-A:3, II (e) for a legal matter, and RSA 91-A:3, II (c) for a tax matter at 3:26 PM. Martin answered yes, Simpson answered yes, and Eldridge answered yes. Martin made a motion to adjourn the Non-Public Session at 3:40 PM. Eldridge seconded. A unanimous vote was taken.

#### **Discussion:**

White was asked to follow up with Joyce White's request to widen Ossipee Mountain Road as presented at the Selectmen's Meeting a few weeks ago.

Discussion took place on the staffing at the Transfer Station and the needs of the Public Works Department.

Simpson presented photos she received from Don Kemper of various Town events.

Being no further input, the work session adjourned. Adjourned at 4:02 PM.

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Sandra P. Martin, Chairman

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Martha B. Eldridge

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Susan J. Simpson

To be approved 10/21/2019