

**Selectmen's Work Session & Finance Meeting**  
**Monday, February 12, 2018**

Selectman Freeman called the Work Session to order at 3:08 PM. This meeting was held in the upstairs conference room at Town Hall. Present were Selectmen Robert Freeman and Sandra Martin, and Ellen White, Town Administrator, who recorded the minutes. Selectman Richard Morgan was absent-excused. Also present were Kellie Skehan, Town Clerk/Tax Collector; Harry Merrow, Treasurer; and Karen Anthony, Finance & Benefits Administrator.

**Finance Meeting:**

Merrow reported the current balance of the General Fund to be \$2.5 million. The next school payment due is in the amount of \$980,000.

Skehan reported that \$260,000 more has been collected to date than last year. Delinquent notices will be issued on 2/14/2018 and she is getting ready to begin the review of properties eligible for deeding. Currently, there are 118 eligible, but that number will reduce to 40-50 through payment agreements and waivers.

Discussion took place on the issuing the first half tax warrant. White will request all data entry to be completed by the third week of April in order to prepare the warrant for signatures in the first week of May. Skehan stated that supplemental invoicing can be done for value changes that are not input in time.

Merrow reported that the application for the tax anticipation note has been submitted and is in progress.

Future school district payments total \$500,000 in March and no payment due in April.

Anthony discussed past due invoices received from North Country Tractor that were not submitted by the Cemetery Trustees for work completed last October. The account standing for the cemetery account is now in jeopardy. She has since been able to get the Trustees to sign off on the work that was completed but does not know if they will be able to charge future work.

White reported that the audit field work went well and the auditors are making good progress on pulling all the information together. Only a few follow up questions have been presented to date.

Discussion took place on the Meet the Candidates Night. The date has been set for Monday, 3/5/2018 at 6:30 PM in the gym at Town Hall. White stated that Molly Messenger from Ossipee Listens and others will be present during the Selectmen's Meeting to discuss a way to incorporate their event into the traditional forum. A moderator will be needed for the event as Rick Morgan prefers not to moderate.

The Town Hall bulletin board announcements were discussed. Skehan stated that additional letters are needed as two sets is not enough to put messages on both sides. Freeman will check to see if there are any extras at the Fire Station, if not White will have Brad Harriman, Public Works Director, order additional.

Anthony reminded Freeman and Martin that they will need to come in to sign accounts payable and payroll vouchers on Friday due to the Monday holiday.

Skehan, Merrow and Anthony were dismissed at 3:45 PM.

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

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

**Budget Review – Revenues & Warrant Articles:**

White presented the petitioned Warrant Article received from White Horse Addiction Center in the amount of \$5,000. Recommendation was made.

The Selectmen’s Report for the Town Report was discussed. White will be presenting the Town Report to the printer over the next week for delivery in the first week of March.

Being no further input, the work session was adjourned.

Adjourned at 4:00 PM.

ABSENT

Richard H. Morgan, Chairman

Robert C. Freeman

Sandra P. Martin

To be approved 2/26/2018