

Selectmen's Work Session
Monday, October 1, 2018

Chairman Morgan called the Work Session to order at 2:30 PM. The following meeting was held in the upstairs conference room at Town Hall. Present were Selectmen Richard Morgan, Sandra Martin, and Martha Eldridge, and Ellen White, Town Administrator, who recorded the minutes.

Budget Review:

Jen Berkowitz, Schools Out! Program, entered to discuss funding that the organization will no longer be able to receive from the NH Charitable Foundation totaling \$20,000/year. Berkowitz stated that she is in the process of finding alternative funding sources but is doing so with difficulty since most will not entertain the affiliation with a School District. Berkowitz discussed the success of the program and the need for it to continue. Berkowitz also stated the need for a Selectmen's representative on the Schools Out! Board. She stated that they currently meet twice per year, with the next meeting this Thursday, 10/4 at 4:00 PM. Eldridge volunteered to serve on the Board. Berkowitz was dismissed at 2:55 PM.

Review of Red Folders, Accounts Payable and Payroll Manifests:

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

Non-Public Session:

Chief Joe Duchesne entered at 3:00 PM. Morgan polled the Board for a non-public session under RSA 91-A:3, II (a) for a personnel matter at 3:00 PM. Roll call vote was taken. Martin answered yes, Eldridge answered yes, and Morgan answered yes. Morgan made a motion to adjourn the non-public session at 3:35 PM. Martin seconded. A unanimous vote was taken.

The work session reconvened at 3:35 PM. Duchesne was dismissed.

Finance Meeting:

Kellie Skehan, Town Clerk/Tax Collector, Karen Anthony, Finance & Benefits Administrator, and Harry Merrow, Treasurer, entered at 3:35 PM.

Merrow stated that he will be borrowing from the Tax Anticipation Note later this week, which is on track with last year. He stated that he will borrow \$1,000,000 initially to cover the upcoming obligations.

Skehan reported that collections are \$100,000 ahead of this time in 2017.

Anthony stated the next three school payments are for \$450,000 each. Discussion took place on trying to rework the payment schedule of the School District payments for next fiscal year.

White reported that she has reached out to NH DRA to find out the status of the tax rate setting.

The 2017 financial audit was discussed. Morgan commented that the audit should be received more timely with the field work being completed in January. White will request the audit be made available no later than June. White stated that the 2018 audit field work is scheduled for the third week in January 2019.

Anthony reported that the Water & Sewer accounting has now been rolled into the Infinite Visions software and all is working well. The invoicing for septic hauling will continue to be done through Quickbooks software as the cost to open the invoicing portal in Infinite Visions for a handful of invoices is not cost effective.

Anthony informed the Selectmen that they will need to sign the payroll and accounts payable manifests on Friday due to the Monday holiday.

Skehan reported that delinquent notices for the unpaid first half tax bills will be sent out tomorrow along with the 3rd quarter water & sewer billing.

Skehan stated the total due in taxes is approximately \$1.1 million with \$450,000 remaining to be collected for the 2018 first half billing of taxes.

Anthony and Merrow were dismissed at 3:52 PM.

Non-Public Session:

Morgan polled the Board for a non-public session under RSA 91-A:3, II (c) for a tax matter at 3:53 PM. Roll call vote was taken. Martin answered yes, Eldridge answered yes, and Morgan answered yes. Morgan made a motion to adjourn the non-public session at 4:08 PM. Martin seconded. A unanimous vote was taken.

Being no further input, the work session was adjourned. Adjourned at 4:10 PM.

Richard H. Morgan, Chairman

Sandra P. Martin

Martha B. Eldridge

To be approved 10/15/2018