

**Selectmen's Finance Meeting & Work Session**  
**Monday, November 5, 2018**

Chairman Morgan called the Work Session to order at 3:00 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.

**Finance Meeting:**

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

Merrow stated the general fund balance is \$660,866.28 and \$1 million has been borrowed from the tax anticipation note to date. \$1.5 million remains available to borrow through the end of the year.

White confirmed the 2018 audit is scheduled for the third week in January and the audit should be finalized in May 2019.

Discussion took place on the budget review. Budget representatives have been assigned to meet with individual department heads to review the proposed budgets.

White informed the Board of an illegal timber cut that has taken place on Town-owned property off of Trails End Road. The Forest Ranger will be in to review the details with the Board this afternoon.

Anthony stated that she has been paying the minimum amount while maintaining current status with vendors. She stated the school district payments from October-December are all in the amount of \$535,000 and the County tax due in December is \$840,000.

Skehan stated that she is waiting for the setting of the tax rate to issue tax bills. White stated that she is waiting on a return call from Michelle Clark at NH DRA to find out the status; the school has all of their information in as of the week ending 10/19/2018. Skehan reported that a tax payment received today from a property closing totaled \$23,000.

Skehan questioned availability for election coverage. Morgan will be present in the morning, Eldridge afternoon, and Martin evening. Skehan confirmed the polls open at 8:00 AM. She also informed the Board that an additional van-accessible handicap parking space has been made available by the handicap entrance to the gymnasium.

Skehan, Anthony and Merrow were dismissed at 3:20 PM.

**Discussion:**

Forest Ranger Tom Trask entered at 3:22 PM and discussed the timber cut on Town-owned property that was reported. Based on his investigation he believes two Town-owned properties and a section of the private road were impacted by the cut. He suggests the Town have the properties surveyed to determine how much was removed from Town-owned property. Trask stated that he has been in contact with the Association who will be in contact with any further information. It appears the cut took place over the weekend and the only equipment that remains onsite is a bucket loader. The Police Department is also aware of the situation. Trask left the discussion at 3:35 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:**

White stated the only outside health agencies with increases in their budget requests are Starting Point, Tri-County CAP's Homeless Outreach Program (Tyler Blain), and School's Out! All have been requested to attend Selectmen's Meeting tonight to review the requests.

Morgan reviewed the discussions that have taken place at the Budget Committee Meetings and amongst an email thread prompting further review of the Laborer position, the Highway Department, Transfer Station, and Government Buildings budgets. Discussion ensued. Brad Harriman, Public Works Director, was requested to join in on the discussion.

**Non-Public Session:**

Morgan polled the Board for a non-public session under RSA 91-A:3, II (a) for a personnel matter at 3:50 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 4:05 PM. Martin seconded. A unanimous vote was taken.

The work session reconvened at 4:05 PM

Being no further input, the work session was adjourned. Adjourned at 4:05 PM.

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Richard H. Morgan, Chairman

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Sandra P. Martin

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Martha B. Eldridge

To be approved 11/19/2018