

Selectmen's Finance Meeting & Work Session
Monday, January 7, 2019

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

Finance Meeting:

Skehan reported that \$176,000 is being deposited today. She is unable to input deposits received in 2019 until she balances with Anthony and Merrow.

Merrow reported the General Fund balance to be \$2 million. The December School District payment is due in the amount of \$537,000 and the Tax Anticipation Note has been paid off. Merrow stated that he is hopeful for the passing of the proposed 2% cap on the School District budget.

Anthony stated that the finances are on track with this time last year.

Skehan reported that \$1.1 million remains to be collected on the 2019 taxes due. She informed the Board that the interest calculation is to be changed in 2019 and is waiting on Avitar to determine the calculation.

White reported that a preliminary audit took place last Thursday in preparation for the field audit the week of January 21.

White informed the Board that she met with Jeff Reardon from Davis & Towle Insurance and the insurance rates reduced by \$5,000 from the preliminary figures proposed due to a correction made on the Worker's Compensation rates.

Martin requested a cost analysis of the recycling & hauling fees. She further discussed she would like to complete a comparison to the town of Tamworth which just eliminated their recycling program.

Skehan stated she will be requesting Warrant Articles for additional Town book preservation, plus additional preservation to be completed by the Town aside from the grant funding.

Merrow questioned a request made by the Conservation Commission to transfer \$500.00 from the Money Market account to the General Fund to cover a retainer fee to White Mountain Survey. White responded that the retainer is not being required, it is part of the generic contract issued by White Mountain Survey.

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

Review of Red Folders, Accounts Payable and Payroll Manifests:

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

Policies & Procedures Review:

White reviewed the update made to the Employee Manual to include guidance on the Town's severance pay. White stated that she would like to have them available to distribute at the next Department Head Meeting which is a quarterly one with the Board of Selectmen present but it falls on a holiday this month. Morgan agreed to hold a Department Head Meeting on 1/28/2019.

Discussion took place on the proposed Petitioned Warrant Article incoming to put a 2% cap on the Town budget. Morgan questioned if it would be on the ballot or Town Warrant? White will verify and report back.

Morgan reported that he is unable to attend the Selectmen's Meeting on 2/11/2019.

Discussion:

Joe Deighan, Conservation Commission Chairman, entered to discuss payment to the Green Mountain Conservation Group for the water quality testing/monitoring they complete on Ossipee Lake. Discussion took place on the difference between service that is requested by the Town and those that are provided as an outside agency. Morgan stated that the Board has requested that Green Mountain Conservation request funding as an outside agency to fund their purpose, then it will be up to the voters to decide. Additional discussion ensued. Deighan will research to see if he can locate a recorded vote that was made to have Green Mountain Conservation complete the water quality testing/monitoring. Deighan was dismissed at 3:47 PM.

Review of Proposed Zoning Ordinance Amendments:

Steve McConarty, Zoning Enforcement Officer, entered at 3:47 PM and reviewed the proposed changes with the Board of Selectmen. Morgan questioned if the changes require recommendation from the Board of Selectmen or just Planning Board. White will research. Further review will take place.

McConarty reviewed the Petitioned Warrant Article that has been received to allow agricultural accessory structures on land without a primary building.

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 1/14/2019