

Selectmen's Workshop
Monday, February 9, 2015

Chairman Morgan called the workshop to order at 2:45 PM. Present were Selectmen Richard Morgan, Robert Freeman and Franklin Riley, and Ellen White, Town Administrator, who recorded the minutes. Assessor Todd Haywood was present via telephone.

Morgan stated the purpose of the call is for clarification on the appeal settlement for the Ralph Floria Revocable Trust. Haywood reviewed the figures with the Board. He also stated that the reasoning for the proposed adjustments. Further discussion took place on temporary reduction due to a stigmatism. The telephone call ended at 3:00 PM.

Kellie Skehan, Town Clerk/Tax Collector, Elaine Sherman, Finance Manager, Natalie Hall, Treasurer, and Harry Merrow entered at 3:00 PM for finance discussion.

Hall stated the current balance as of 2/2/2015 to be \$1.9 million. Sherman presented a spreadsheet of upcoming expenditures for the next few months.

White questioned how tax collection is going. Skehan stated that delinquent letters will be mailed on Thursday which should generate more tax payments. White questioned how much remains to be collected. Skehan answered that there is approximately \$1.6 million remaining to be collected for 2014. Sherman added that approximately \$800,000 remains from prior years.

Discussion took place on the TAN note. Hall stated that she has a meeting scheduled with Northway Bank to discuss the application process since there has been a change in bank representatives who handle municipal borrowing. She added that Northway Bank may be cutting back on municipal borrowing. Hall requested permission for Merrow to attend the scheduled meeting. The Board agreed.

Further discussion took place on the option of a line of credit. Discussion also took place on two 6-month notes.

Skehan asked when values will be finalized in the Assessing system for the May Warrant. Additional discussion took place on the upcoming revaluation and notifications that should be sent to the taxpayers informing them of changes in their assessment values. Skehan requested that property owners be notified of any visits to their properties to help field the questions they receive in the Tax Office. White will request that Haywood have the values finalized by the first week in May. She also affirmed that the Town will be producing notices to the taxpayers.

Riley requested that Hall provide the Board with feedback from the meeting with Northway for next week.

Sherman stated that the audit process ran smoothly but the Board should expect some new management items from the Trustee of Trust Funds and Water and Sewer Department.

Hall questioned if the Board will be holding a tax sale this year. Riley confirmed adding there to be approximately 22 eligible properties. Morgan stated that the Board of Selectmen will only accept payment arrangement requests on primary residence properties beginning this year.

Brief discussion took place on the unexpended fund balance (surplus).

White stated that the Town Administrator from the Town of Wakefield has an appointment with the Carroll County Commissioners on Wednesday, 2/25/2015 at 9:00 am to discuss the impact of the County's late filing on the tax rate setting process.

A request for an audit to take place during the week of elections was made to prepare for the new Treasurer. White will contact Plodzik and Sanderson to arrange this.

Merrow stated that if he is elected he will be requesting a background check on the Deputy Treasurer. Discussion took place on who acts as Treasurer in the interim. Morgan suggested that Hall speak with current Deputy Treasurer Becky Thurston to let her know of the requirements in the interim term.

Sherman stated that she needs the Fire Precinct's budgets to input them into her system for their monthly disbursements. White will provide these to her. Sherman stated that the budget reports that were distributed will not be finalized until votes are finalized at Town Meeting.

Morrow discussed the MS-9 and MS-10 stating that the Trustees of Trust Funds were able to finish the MS-9 easily but the MS-10 is off by approximately \$700. Sherman stated that there will be additional audit expenses due as a result for the information not being ready.

Sherman, Skehan, Hall and Morrow were dismissed at 3:30 PM.

White questioned if the Board reviewed the draft copy of the Laborer job description. Riley commented that the lifting requirement should be reduced from 100 pounds to 50 pounds.

Riley stated that the minutes from the last Regional Ambulance Meeting stated that a commitment should be made to CarePlus contingent upon final vote at Town Meetings. White has sent an email to Eric Damon confirming the commitment.

Brief discussion took place on the appeal settlement for Floria.

White stated that NH DRA Monitor Craig Nichols will be here on Wednesday, 2/11/2015 at 2:00 PM to hold a reassessment meeting to review how the process will work. Riley stated that he will be attending. Morgan answered that he will not be able to attend.

Freeman informed the Board of a complaint he received on the Recreation Department for lack of availability of the ice rink and other recreational programs.

Being no further input, the workshop was adjourned at 3:50 PM.

Richard H. Morgan, Chairman

Robert C. Freeman

Franklin R. Riley

To be approved 2/23/2015