

**Selectmen's Work Session & Non-Public Session
Monday, August 5, 2019**

The following meeting was held in the upstairs conference room at Town Hall. Present were Selectmen Sandra Martin, Martha Eldridge, and Susan Simpson, and Ellen White, Town Administrator, who recorded the minutes.

Chairman Martin called the meeting to order at 3:00 PM.

Finance Meeting:

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

Merrow reported the General Fund balance to be \$2,649,334.39.

Anthony stated that the monthly recurring payments to include the fire precincts, ambulance, school district, payroll and benefits are \$1 million. She also reported that the school district payment for August has been issued.

Skehan reported that tax payments have been coming in as agreed, and the postings for tax deed eligible properties will generate additional payments by the 8/26/2019 deadline. Skehan questioned if the Board would like her to proceed with small claims filings for older liens. The Board agreed.

Skehan reviewed the monthly reports provided on tax collections and town clerk fees. Discussion took place on the ability to make payments online and the fees charged for the service. Skehan noted that the taxpayer pays all fees up front to the third-party processor.

White informed the Board that the limit on the Town credit card was increased by the issuing bank. She also stated how convenient the credit card has been in processing the Recreation Department's summer field trip activities rather than paying in advance and awaiting a refund at the close of summer.

Skehan thanked the Board for not waiving any civil forfeiture fees for the dog licensing. She stated that notices are sent to all dog owners in the months of February, March and April. Skehan discussed the convenience of offering the sale of dump stickers in the Town Clerk's office because it is often people come in to register their vehicle and purchase a sticker but have only one check. Skehan also stated the cost of a marriage license is \$50.00, or \$65.00 for a certified copy.

Merrow advised the Board that the Ossipee Lake Dam repair has started and former employee Doug Sargent is the head engineer.

Merrow and Anthony were dismissed at 3:17 PM.

Non-Public Session:

Martin polled the Board for a Non-Public Session pursuant to RSA 91-A:3, II (c) for a tax matter at 3:17 PM. Martin answered yes, Simpson answered yes, and Eldridge answered yes. Martin made a motion to adjourn the Non-Public Session at 3:33 PM. Eldridge seconded. A unanimous vote was taken. Skehan was dismissed.

Review of Red Folders, Accounts Payable and Payroll Manifests:

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

White questioned the flag being illuminated at Constitution Park as it appears the light is on during the daytime and throughout the night. She will follow up with Craig Brady, Recreation Director.

Martin stated she would like to make a statement in regard to the Sign Ordinance during the regular meeting.

White informed the Board that the appeal on the White Pond Boat Ramp is due on 8/7/2019 and Attorney Sager is working on filing it.

Discussion took place on the sidewalk project. White was asked to schedule a future meeting with Brad Harriman, Public Works Director.

Non-Public Session:

Also present was Police Chief Joe Duchesne. Martin polled the Board for a Non-Public Session pursuant to RSA 91-A:3, II (c) for a personnel matter at 3:43 PM. Martin answered yes, Simpson answered yes, and Eldridge answered yes. Martin made a motion to adjourn the Non-Public Session at 3:55 PM. Eldridge seconded. A unanimous vote was taken. Duchesne was dismissed.

Being no further input, the work session adjourned. Adjourned at 3:56 PM.

Sandra P. Martin, Chairman

Martha B. Eldridge

Susan J. Simpson

To be approved 8/12/2019