

Selectmen's Work Session, Finance Meeting & Non-Public Session
Monday, April 1, 2019

Chairman Martin called the Work Session to order at 11:00 AM. The following meeting was held in the upstairs conference room at Town Hall. Present were Selectmen Sandra Martin and Susan Simpson, and Ellen White, Town Administrator, who recorded the minutes. Selectman Martha Eldridge was absent (excused).

Non-Public Session:

Martin polled the Board for a non-public session under RSA 91-A:3, II (d) for an acquisition at 11:00 AM. Roll call vote was taken. Martin answered yes, and Simpson answered yes. Martin made a motion to adjourn the non-public session at 12:05 PM. Simpson seconded. A unanimous vote was taken.

The work session recessed at 12:05 PM.

Chairman Martin made a motion to reconvene at 3:00 PM. Simpson seconded. A unanimous vote was taken.

Review of Red Folders, Accounts Payable and Payroll Manifests:

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

White questioned when the Board would like to conduct interviews for applications received from in-house for the Secretary position. A date and time will be arranged for later in the week.

Finance Meeting:

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

Merrow reported the General Fund balance to be \$2.3 million, up \$1 million from 2018 but this likely due to the fact that the February and March School District payments are due totaling \$1.6 million. There is no payment due in the month of April. Discussion took place on splitting up the payments into equal disbursement amounts. This would equate to approximately \$750,000 per month.

White stated that the Tax Anticipation Note documents are ready for signatures in the red folder. Last year's total amount borrowed was \$1.6 million.

White reported that a discrepancy in the Trust Fund balances was noted by the auditors but it has since been corrected and was an error on the bank's end. She anticipates the audit will be complete by the end of the month.

Skehan presented a few reports to be presented at the Selectmen's Meeting and questioned if the Board would like anything else.

Anthony will be printing and distributing budget status reports for all departments now that the final budget has been entered.

Martin stated a welfare lien is to be paid off this week once the closing has taken place on the property that has sold.

Anthony questioned how much additional research she should be completing on the timeclocks? She needs to know who will need access to be able to edit the employee punches and the methods by which each department will be able to punch in (smart phone, computer, fingerprint scanner, etc.). Martin stated that each department should have the same equipment available, no individual department should be singled out. Simpson questioned when it was decided to move forward with time clocks. White responded that it was in the works just prior to her coming on the Board of Selectmen but finalized in the first few weeks. Martin suggested meeting with Anthony on 4/8/2019 to review the information she has received so far.

Anthony, Skehan, and Merrow were dismissed at 3:56 PM.

Discussion:

Steve McConarty, Zoning Enforcement Officer, entered at 3:57 PM.

McConarty briefly discussed the irrigation system at Constitution Park. Martin stated that he should contact Erin at Hartley Well.

McConarty informed the Board that two shipping containers holding baled material at the Transfer Station collapsed over the winter due to snow load. McConarty suggests replacing them with 40' cargo containers as an option as they are stronger than the box trailers.

McConarty discussed the Sign Ordinance which is long overdue for an update. McConarty questioned if the 10-mile advertisement limitation should be removed as it is not followed at present. It was suggested that all sign owners be notified of the Sign Ordinance in place and the requirement for them to be in compliance.

McConarty informed the Board that he is working on a schedule for the cleaning of all buildings but is having difficulty.

McConarty reviewed the sounding device to eliminate the birds at the Transfer Station. He stated they are propane fired cannons that sound like a shotgun sound and go off from 5-30 minutes at night. McConarty suggested an avian net option for approximately \$200.00 to deter the birds from the containers.

McConarty was dismissed at 4:10 PM.

Being no further input, the work session was adjourned. Adjourned at 4:02 PM.

Sandra P. Martin, Chairman

ABSENT
Martha B. Eldridge

Susan J. Simpson

To be approved 4/8/2019