

**OSSIPEE BUDGET COMMITTEE**  
**MEETING MINUTES**  
**September 1<sup>st</sup>, 2021**

Minutes summarized by Laura Nash, Budget Committee Recording Secretary, amendments are noted by *bold/italic* type.

Call to Order: Donna Gridley called the meeting to order at 6:37 PM.

Pledge of Allegiance – was recited

Attendance by Roll Call: –Donna Gridley, Roland Millette, Lynne Parker, Connie Billings, Dallas Emery, and Matt Sawyer, Jr, Town Administrator and Andrea Picard

Absent: Joe Goss, Donna Sargent, Cameron Quigley, Jonathan Smith (Selectmen’s Rep.) and TJ Eldridge

Meeting Minutes: Review of minutes from July 21, 2021.

A **Motion** by Billings to approve the meeting minutes of July 21, 2021 as submitted. Millette seconded. No discussion. Parker abstained since she was not present for the meeting. All others voted in favor. **Motion passed.**

**Selectmen’s Report:**

Matt Sawyer, Jr. as proxy for the Selectmen reported thus far the Town has not had to borrow from the TAN note. Andrea Picard commented the cash flow should be good for September but will need to evaluate for the remainder of the year before she can determine if the Town will need to borrow from the TAN note.

Matt Sawyer, Jr. reported there were buy backs on tax deeded campers in the campgrounds. There was also buy backs on two large primary homes. The list of real estate going to auction has decreased and as a result revenue has increased due to current and back taxes getting paid. Prior year back taxes is at an all time low but are hoping to have the auction in either December or January.

Discussion ensued on a couple of dilapidated homes. One home is on Dorrs Corner Rd. and the other has been condemned and is on Stoneview Rd. in Brown’s Ridge Estates. This one does pose a health hazard with large rats running the property. There is a RFP out on this property to determine the cost to have it cleaned-up and weigh it against the return to see if it will at least cover the cost for clean-up and back taxes. Sawyer would like to have verbage written into the deed for the new buyer, that the property would need to be cleaned up within a certain amount of time.

**2021 YTD - Budget Report:** (New reports title: Expenditure Detail By Account)

Matt Sawyer, Jr. reported with being about 75% through the year, they are being fiscally frugal at approximately 66% of the budget expended. There are a couple of large items , which includes \$300,000.00 for paving that have not been expended out of the budget, but Sawyer is hoping to have a 2% surplus to build back into the unassigned fund balance.

Matt Sawyer, Jr. reported they are waiting on the final rule from the Treasury concerning the AARPA Fund. The interim final rule is not expected until mid-October or later. Basically, they’re being told that the funding cannot go directly to lower taxes. But if they can use the funds for other benefits to the Town (i.e.. paving) that will leave more in the unassigned fund balance. Andrea Picard explained her perspective of the conversation and learned a new word in the process, called “Fungible - *being something (such as money or a commodity) of such a nature that one part or quantity may be replaced by another equal part or quantity in paying a debt or settling an account*” Andrea Picard noted they are anticipating direction from NHGOFA

before the end of the year. Matt Sawyer, Jr. reported this could potentially affect the 2% surplus of the bottom line.

Matt Sawyer, Jr. reported from the newly titled, "Expenditure Detail By Account," noted a couple of anomalies, with the first one under General Government: Selectmen's Office – Salary & Wages and 5<sup>th</sup> line down is Salary. Sawyer is not sure why there separate, but he will have them combined.

Matt Sawyer, Jr. noted in the DRA categories, ex: Conservation/Environment is a category with a specific set of numbers. The Timber Monitor was always called the Conservation Agent, so DRA has group this position under Conservation. Ossipee Lake Dam Authority is also categorized under Conservation because it too is Environmental. When the budget goes to the Conservation Commission, Sawyer will have the Timber Monitor and the Ossipee Lake Dam Authority line items completed. The Conservation Wages line item, which was typically the secretary's wages, will now include the Timber Monitor's wages, too. Matt Sawyer, Jr. and Andrea Picard will also make sure that the cost-of-living wage is calculated into the budgets before it goes to the boards and commissions.

Millette questioned on page 7 – Emergency Management has no expenditures for this year. Matt Sawyer, Jr. and Andrea Picard both agreed, no expenditures have been submitted. Discussion ensued about a reverse 911 services. Parker noted the schools use it. Billings commented that the schools are utilizing 911 texting effective today. Discussion ensued.

Emery questioned the work done on the transfers station scale, cost and who did the work, whether it was contracted out or the highway department. Discussion ensued.

**2021 Revenue Report:** (New Title: Revenue Detail by Account)

Billings inquired on page 4 of the report – Transfers From Trust & Agency Funds in the amount of (\$8,549.08). It's the total from accounts continued from page 3. Matt Sawyer, Jr. and Andrea Picard noted this is from the retirement benefits. Andrea Picard reported the NHRS was audited, and funds were returned for an over payment from 2008. Matt Sawyer, Jr. commented that was not from this account and questioned if a check was received from someone who retired. Billings commented yes, for Billy Eldridge, Joe Duchesne, Bakers. Discussion ensued between Billings, Matt Sawyer, Jr. and Andrea Picard, who explained how the cross-over in the new software routes when expended. When the money is paid out from the account to a retiree, then gets re-imbursed from the retiree and it's a net zero and not seen. Severance pay comes out of a separate account and will always net itself out, per Andrea Picard.

Matt Sawyer, Jr. reported to Rooms and Meal Tax comes in at the end of the year, usually December. Anticipating funds from the Shared Revenue Block Grant. Sale Tax Deeded properties is currently \$40,000.00 without going to auction, and if they can get the Town Attorney to get auction organized for this year, that would bring in some revenue. Last year, in the old Chart of Accounts software, there was not an Income from Timber Sales line and was previously deposited into the Sales of Municipal Property. With the new software there now is a line under Income form Departments: Income - Timber Sales which has \$26,283.78 in the account.

Matt Sawyer, Jr. reported they need an entire years' worth of data from the Water & Sewer Department before they will have tangible data to determine possible rate increases.

Matt Sawyer, Jr. reported from page 1, under Penalties & Interest, the estimated revenue shows 0.00 but projected Tax Liens = \$130,000.00, again old software meeting new software the bottom line is there is an increase of \$14,438.99 due to the large effort of collecting the back taxes.

Matt Sawyer, Jr. and Andrea Picard tried but has no answer for is under Business Licenses & Permits: Cable TV Franchise revenue has largely increased this year from \$11,132.84 to \$29,652.50. Matt Sawyer, Jr. seems to think the increase is from secondary homeowners, who have subscribed for the year. But the Town does receive a 2% cost share of the revenue.

Discussion ensued over the current Cable TV Franchise contract and when are they going to finish the build-out per the contract. Sawyer has tried for the past 2-years to work with this vendor. But the cable TV vendor believes they are servicing the majority. Sawyer noted contract renewal comes up in August 2022 and might have to issue an RFP to search for a new vendor. Billings and Millette noted if you switch vendors you need to buy new equipment.

**2022 Schedule of Selectmen & Budget Committee Meetings:**

Parker questioned the deadline for department Warrant Articles, which are due by November 15, 2021. Sawyer noted he followed the similar schedule from the two previous years. But the deadline to submit any Warrant Article is the 5<sup>th</sup> Tuesday before the Annual Town Meeting. This year will be February 1<sup>st</sup>, 2022 to submit Warrant Articles.

**Next Meeting:**

**Scheduled for October 6, 2021 - 6:30 PM at the Freight House**

**Any Other Business that May Come Before the Committee:**

Billings asked if the budget reports could be submitted prior to each meeting to allow time to review. Matt Sawyer, Jr. and Andrea Picard agreed and will email the report the committee members at least a couple of days prior to the meeting.

**Adjournment:**

A **Motion** by Millette to adjourn the meeting. Emery seconded. No further discussion. A unanimous vote was taken. **Motion passed.** The meeting adjourned at 7:19 PM.

Minutes approved by majority vote of the Board on – October 5, 2021

Date

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Joe Goss, Chairman  
Budget Committee

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Donna Gridley, Vice-Chair  
(*In the absence of the Chairman*)