

OSSIPEE BUDGET COMMITTEE
MEETING MINUTES
October 20, 2021

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

Call to Order: Chairman Joe Goss called the meeting to order at 6:32 PM.

Pledge of Allegiance – was recited

Attendance by Roll Call: – Joe Goss, Donna Gridley, Donna Sargent, Roland Millette, Connie Billings, Dallas Emery, Jonathan Smith (Selectmen's Rep.), Matt Sawyer, Jr, Town Administrator, Andrea Picard, Finance Administrator, and TJ Eldridge

Absent: Lynne Parker

Late Arrival: Cameron Quigley

Meeting Minutes: Review of minutes from October 6, 2021.

A **Motion** by Billings to approve the meeting minutes of October 6, 2021 as submitted. Emery seconded. No discussion. Donna Gridley and Cameron Quigley abstained. All others voted in favor. **Motion passed.**

Selectmen's Report:

Jonathan Smith gave an update on the Zoning Officer, Rick Cousins, otherwise there have been no other changes since the last meeting.

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

Matt Sawyer, Jr. reported being about 83.3% through the overall budget with 82.69% expensed. Sawyer commented that the TAN may need to be used in December.

Cameron Quigley arrived at 6:36 PM

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

Matt Sawyer, Jr. reported no significant changes. The Meals and Room tax distribution from the state is expected to be about 45% higher and is projected to be around \$345,000.00. DRA is exceptionally slow to respond this year and setting the tax rate this year maybe late. Jonathan Smith spoke with the Executive Council in order to get Michelle from DRA to return at least a phone call. Sawyer will be getting the revised estimated revenues together this week. Per Michelle, the three fire precincts need to get their reports submitted to DRA as well as the School system and the County. DRA cannot set the tax rate until all the reports are submitted.

Goss asked Quigley to follow up with the Center Ossipee Fire Commissioners on getting their reports into DRA.

2022 Town Budget Proposal by Department: Chairman Goss stated all budgets will be taken under advisement at this time.

- Town Clerk / Tax Collector: Proposed 2022 budget is \$299,900.00

Kellie Skehan presented the Proposed 2022 budget of \$299,900.00. Skehan read down through each line item noting she and the Selectmen are in agreement until line-item Record Restoration. Matt Sawyer, Jr. and Andrea Picard in working with DRA thought instead of having a separate warrant article it would be better to add it into line-item Record Restoration, So in the Selectmen's request the amount is increased to \$20,000.00. Salaries decreased by \$50,000.00 due to changes within personnel, PT Wages increased by \$20,800.00 due to personnel changes. Health Insurance increased by \$9,000.00 again due to personnel changes. Recording increased by \$2,200.00 and Seminar & School Expense increased by \$1,500.00 due to getting certified or renewal of certifications. Supplies increased by \$500.00 due to increased cost for paper and other supplies and Equipment & Maintenance decreased by \$3,000.00 for maintaining Avitar and any other equipment needed.

- Election: Proposed 2022 budget is \$9,919.68

Kellie Skehan presented the Proposed 2022 budget of \$9,919.68. Elections in 2022 will be March, September and November. The Moderator is level funded at \$900.00. Ballots increased by \$2,400.00 because Ossipec pays for our ballots and the programming of our machine. But the State and General Election part of the ballots Ossipec does not pay for the ballots, but we do pay for the programming and Postage is increased by \$100.00.

- Registration: Proposed 2022 budget is \$5,615.00

Matt Sawyer, Jr. reported that the Supervisors of the Checklist supply *line-item* increased by \$1,000.00 because they need a new laptop, and all other line-items are level funded.

Cameron Quigley questioned if \$1,000 would be sufficient including software. Sawyer commented that Desire' assured him that's all they need. *Millette* forewarned Sawyer that any new computers and software will need to be compatible Windows 11. Billings agreed. Discussion ensued.

- Recreation Department: Proposed 2022 budget is \$170,861.37

Justin *Chaffee*, Recreation Director presented the Proposed 2022 budget in the amount of \$170,861.37. Justin *Chaffee* read through each line item starting with Contract Wages (will be retitled to Director Wages) which is increased by \$12,560.00, because Justin was a Part-time employee until May, when he became full-time. The \$12,560.00 is the difference. Grant Wages (will be retitled to PT- Wages) increased by \$5,305.50 primarily for summer camp. One summer camp employee also drives a bus. If this employee stays on and drives the summer camp bus it could save approximately \$3,000.00 but it won't be confirmed until next summer. Recognition/Awards increased by \$200.00 due to price increase. Computer/Software increased by \$200.00 for the increased cost of the registration software. Vehicle Maintenance V&E decreases the budget by -\$1,000.00 because this line item is being removed from the Recreation Department to the new Vehicle & Equipment Maintenance budget under the Public Works Department. Equipment & Facilities Maintenance increased by \$2,000.00 because a lot of the facilities need some maintenance, starting with missing signage, out of date notices, etc...

Planned Projects: Ice rink to make smaller and put a liner in, in order to make ice day and/or night and to add lighting.

Andrea Picard raised attention to Justin *Chaffee* and the Committee that the Health Insurance will be increased from \$6,000.00 to \$10,000.00, due to Justin becoming a full-time employee. Thus, increasing the overall budget by \$4,000.00 to \$174,861.37.

Warrant Article: \$25,000.00 from taxation to maintain and improve tennis courts to repair and resurface the courts. *Justion Chaffee* noted resurfacing should be done every 8-10 years.

Millette thanked *Justin Chaffee* and the recreation department for taking the OCC people to the Fryeburg Fair.

Sargent asked if tennis lessons will be offered, and Justin said he would like to offer lessons.

Goss commented the holes and ruts around the dog park need to be regraded.

- Economic Development: Proposed 2022 budget is Level Funded at \$5,000.00

Matt Sawyer, Jr., reported they didn't do anything this year due to COVID. They have a few projects that they are passionate about such as the rail trail, it seems like a stretch but there they still have that some other ideas.

Smith reported the State rail corridors is the last one per NHDOT, per one of the Commissioner's there is an RFP going out because there is some interest in reopening this is a freight line because it is freight from the Ossipee Aggregate south and bring freight further up north but again this is a 10-year project. But if this does not happen, then there's no rail trail. Discussion ensued over the maintenance and planning that would need to take place before the connect could be made with the trails up north to Berlin and south to Portland.

Gridley noted two-years ago, they paid UNH for a survey and the reason why the budget was increased to \$5,000.00. But was never given a written update on what that survey was for. Either they give us a written update or move their budget backdown to \$2,500.

Millette questioned Smith on whether the Economic Council is aware of legislative and NHDOT discussions. Smith confirmed he has related to the roundtable, and the Friends of Ossipee rail trail support group and the cost associated with the project.

Sargent and Emery that they need to provide the written report of the UNH survey, that they needed the extra money otherwise put their budget back to \$2,500.00.

Billings questioned if the dues to the Mount Washington Economic Council was paid. Picard reported she had not received an invoice for payment. Gridley will follow up with the Board when they meet on the following Wednesday.

Goss noted that at one time there was federal money available towards the rail trails.

Sawyer reported per Matt Trahan, "it's almost finished. The final piece was the public event during the Old Home Week that got delayed a year by COVID. I believe UNH should have that wrapped up soon, I'll check with Shannon in the morning."

- Government Buildings: Proposed 2022 budget is \$238,555.00

TJ Eldridge read through each line item. All wages and benefits are level funded. Uniforms/gloves/shoes are increased because only one employee gets uniforms, so it was increased to \$1,000.00 since it will go over budget this year. Building fuel and Townhall fuel along with Gas and Diesel was increased because of a new contract with C. N. Brown. Equipment and Furniture are level funded. Electric is increased because with the remaining projection and a current \$22,000 budget, we're going to go a little bit over so to increase to \$25,000 made sense. Sewer Rent is level funded. Maintenance is level funded at \$45,000, which should be good for doing a lot of the improvements around the buildings, but there's a lot more improvements to be done on the buildings. The Public Works department has helped OCC a lot with their building by taking 2 trailer loads of stuff out of it. Dam Maintenance is level funded. We must start putting money away because we've had a new HVAC guy and plumber come in and the systems in all these buildings need to be fixed. He won't even maintain some of the furnace due to the way they are installed. The plumbing in the town hall is slowly deteriorating the 2-inch pipe is down to about 3/4 to an inch when he ran up the pipes. We have replaced some pipes, but we need to do a major overhaul. With the \$20,000, I'd also like to fix the floor when you walked into the town hall. Neil has taken the time to do the gym floor and has hired someone to come in because the gym floor was never properly cleaned or sealed, and tiles are starting to pop off. The floor will be refinished, and the town now owns a machine to keep it properly maintained.

TJ Eldridge explained the following proposed Warrant Articles:

1. \$20,000.00 from taxation for Buildings and Systems Improvements – New: We need to start planning for down the road to do all these building improvements at the town buildings.
2. \$20,000.00 from taxation for Fund Government Buildings ETF – Add: This is one is for 2021 it's to put into the one that we opened last year, and the Town owes the Trustees of the Trust Funds \$10,000 for this year.

Millette questioned how many mini splits are going to be changed because the ones at OCC don't seem to work properly. TJ Eldridge commented those were not installed correctly. The biggest problem at the Town Hall is the heating and plumbing, heating is the biggest problem at the Library and in the Town Hall mini splits are the way a go.

Billings questioned why the request is for \$70,000 when not even \$20,000 has been used. TJ Eldridge noted that 3rd quarter total have not come in thus far. Picard explained that when Gas and Diesel invoice comes in the total amounts are put into Government Buildings and based on the quarterly reports it's expensed to each of the corresponding departments budgets. Billings requested to know where and the gas and diesel is utilized for to warrant a request of \$70,000. TJ Eldridge explained it's used for all the trucks, mowers, and equipment's.

- Highway Department: Proposed 2022 budget is \$1,240,050.00

TJ Eldridge explained the Highway Department has been split into two departments so there are several changes. The second department is Vehicle & Equipment Maintenance. TJ Eldridge read through each line item making note of wages and benefits decreases which have been moved to the new department. Highway – Safety increased by \$1,000 due to signs being stolen and having to replace them. Highway - Contract Services/Equipment is increase by \$5,000 in hopes of completely roadside mowing the whole town. Uniforms budget is increased by \$500.00 because the cost of uniforms is increasing. Radio Maintenance increased by \$1,000 due to the cost to repair has doubled. Dust Control/Salt increased by \$20,000 because the price of salt just went to \$78.90 a ton.

TJ Eldridge presented the warrant articles the Highway Department is requesting, as follows:

Warrant Articles:

1. \$300,000.00 from taxation for Paving done every year but \$100,000 is going towards paving the whole Transfer Station due to deterioration.
2. \$125,000.00 from taxation for a 5500 Dump Truck this is the small truck. There is one more year with the small truck, then it will be replaced with a large truck.
3. \$45,000.00 from taxation for Fund Highway Equipment Capital Reserves to go towards purchase of the larger truck next year.
4. \$57,000.00 from taxation for a Grader Payment
5. \$120,000.00 from taxation for a Buy Backhoe because the current backhoe will go to the Transfer Station, since it's still in good shape.

\$647,000.00 – Total

Sargent inquire if the brush along the under pass by Annie Nichols Rd. could be cleared to expose the gardens that were there. TJ Eldridge noted he spoke with Marie McConarty about it as well, but it's Japanese Knot Weed and there is no getting rid of it. But he will follow up with Marie McConarty to see exactly where it need to be cleared. The only way to stop the Japanese Knot Weed is to pave it.

Billings inquired and TJ Eldridge clarified the amount going into Capital Reserve this year and the amount to be drawn on towards the new backhoe next year.

- Vehicle and Equipment and Vehicle and Maintenance: Proposed 2022 budget is \$254,355.85

TL Eldridge presented the budget request for the new department, as follows:

	2021 ADOPTED	21 YTD	2022	2022	2022	FY 21-22
Description	Budget	Actual	Dept. Request	Selectmen Request	Comm. Request	Budget Actual
VEHICLE AND EQUIP MAINT - FT WAGES	63,086.40	47,531.78	64,348.13	64,348.13		1,261.73
VEHICLE AND EQUIP MAINT - LONGEVITY	500.00		500.00	500.00		0.00
VEHICLE AND EQUIP MAINT - FICA	3,942.36	2,904.23	4,020.58	4,020.58		78.23
VEHICLE AND EQUIP MAINT- MEDICARE	922.00	679.13	940.30	940.30		18.30
VEHICLE AND EQUIP MAINT - RETIREMENT	8,940.25	5,741.15	9,117.65	9,117.65		177.40
VEHICLE AND EQUIP MAINT - HEALTH INSURANCE	32,281.32	24,211.08	32,281.32	32,281.32		0.00
VEHICLE AND EQUIP MAINT - STD INSUR ANCE	300.84	225.63	276.48	276.48		24.36
VEHICLE AND EQUIP MAINT - LIFE INSURANCE	115.20	86.40	105.84	105.84		9.36
VEHICLE AND EQUIP MAINT - UNIFORM S	565.56		565.56	565.56		0.00
VEHICLE AND EQUIP MAINT- GREASE AND OIL	4,500.00	-	4,500.00	4,500.00		0.00
VEHICLE AND EQUIP MAINT - TIRES	12,700.00	8,428.55	12,700.00	12,700.00		0.00
VEHICLE AND EQUIP MAINT - SHOP EQUIP PURCHASES	15,000.00		15,000.00	15,000.00		0.00
VEHICLE AND EQUIP MAINT - EQUIP REPAIRS & MAINT	100,000.00	81,000.83	110,000.00	110,000.00		10,000.00
	242,853.93	170,808.78	254,355.86	254,355.86	0.00	11,501.94

TJ Eldridge explained Tires budget level funded because it comes out of all departments. Equipment Repairs & MAINT., increased by \$10,000 because the cost of parts has increased. TJ Eldridge explained the cost savings by getting tires through state bid via Belknap Tires.

Matt Sawyer, Jr. noted each line item and where the appropriations were moved from the highway department and into the new department of Vehicle & Equipment Maintenance.

Goss inquired if state bid was being utilized for vehicle, equipment and tires. TJ Eldridge noted due to manufacturers short supply, no trucks can be obtained through state bid this year.

- Transfer Station: Smith explained they're fine tuning the budget because of the recycling project that is being proposed.

Next Meeting:

Scheduled for October 27, 2021 - 6:30 PM at the Freight House

Selectmen's Office

Conservation Commission

Planning Board

Zoning Board of Adjustment

Trustees of Trust Funds

Police Department – could be moved to a later to be determined because of illness.

Police - Special Duty– could be moved to a later to be determined because of illness.

Dog Officer

Scheduled Correction for November 18, 2021 should be November 10, 2021.

Any Other Business that May Come Before the Committee:

Smith noted an application from the Ossipee Area Community Center as an Outside Agency of 26 Moultonville Rd. for \$13,000.00 for a pizza and movie night and the Selectmen have declined it. **Millette** explained this request was for more than movie and pizza night. In today's world children are not taught certain day to day tasks. But they are working to coordinate with Justin and the Recreation department to help teach young child and young adults these day-to-day task, like balancing a check book, computer functions aside from Facebook, sew, and home economics.

Smith noted their not allowed to operate until they get a Site Plan Review approval from the Planning Board. **Millette** agreed and has been trying to get them in to do it.

Matt Sawyer, Jr. noted Water and Sewer has been moved to November 17, 2021, if no one objects.

TJ Eldridge explained how the Highway Department helps other departments and hopes people are seeing the difference. Discussion ensued.

Adjournment:

A **Motion** by **Millette** to adjourn the meeting. Sargent seconded. No further discussion. A unanimous vote was taken. **Motion passed.** The meeting adjourned at 7:34 PM.

Minutes approved by majority vote of the Board on – _____

Date

Joe Goss, Chairman
Budget Committee

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