

OSSIPEE BUDGET COMMITTEE
MEETING MINUTES
October 11, 2023

Minutes have been recorded for the convenience of summarization by Laura Nash, Boards & Commissions Secretary and are deleted once the minutes are board approved; any amendments to the minutes are noted in ***bold & italic*** type.

Call to Order: Joe Goss called the meeting to order at 6:30 PM.

Pledge of Allegiance – was recited by all attendees.

Attendance by Roll Call: – Joe Goss, Lynne Parker, Dallas Emery, , Michael Hunter, Susan McGuire – Doyle, Robert Roakes, Krystal Eldridge, Jonathan Smith (Selectmen's Rep.), Matt Sawyer, Jr. (Town Administrator), TJ Eldridge, (PW Director) and Andrea Picard (Finance Director)

Absent: Brian Keyes and Jennifer Brown

Meeting Minutes: Review to approve Meeting minutes of October 4, 2023.

A **Motion** by Emery to approve the meeting minutes of October 4, 2023, as submitted. Roakes seconded. No discussion. A unanimous vote was taken. **Motion passed.**

Selectmen's Report: Jonathan Smith noted nothing new in past week aside from that the audit is now complete and the town is in good shape. It's a testament to the changes over the past 3 years and the Town is in the best financial shape than over the past 20 years. A copy of the audit results is available with the Budget Committee secretary and will be placed online for those interested in viewing the results.

Expenditure Reports: Matt Sawyer noted no new reports at this time.

Revenue Reports: Matt Sawyer noted the revenues are entered once a month. Cash and checks are deposited daily into the system but reports are generated the following months.

2024 Proposed Budgets: Chairman Goss changed the order of presentation to accommodate those individuals who are present.

- **Economic Development:** proposed 2024 budget of \$5,000.00

Jim Miller, Vice-Chair of EDC presents requesting \$5,000.00 this year with \$300.00 going to the Mount Washington Valley EDC for their membership. Plans continue for the development the EDC website for promoting, advertising, developing businesses. They have plans for more community involvement and engagement to obtain ideas from residents on what they would like to see in Ossipee, as well as projects to promote community involvement.

Robert Roakes inquired about what additional projects they want to do for the increase from \$2,500.00 to \$5,000.00. Jim Miller stated that every year it's always been \$5,000.00 but some reason it was reduced to \$2,500.00, so they're looking to put it back to \$5,000.00.

Dallas Emery questioned wasn't it at \$5,000.00 for a reason. Goss noted it was reduced because it was used the year before. Emery thought it had something to do with a report. Goss commented no, it was because they hadn't used it the year before.

Chairman Goss stated the Budget Committee will take the proposed budget Under Advisement.

- **Recreation Department:** proposed 2024 budget of \$226,505.00

Justin Chaffee, Recreation Director presented the following line items: Contract Wages increased due to standard wage increase. Part-Time Wages is level funded. Activities, Computer/Software, Supplies, and Uniforms are level funded.

TJ Eldridge addressed the Equipment increase to \$5,000.00 because the Recreation Department is going to purchase the tractor from the Water & Sewer Department for Chris to use to drag the fields so he's not using his own tractor and they're going to buy some new drag equipment to improve the fields. There are also steps to be replaced down to the soccer field.

Justin Chaffee continued noting that Chemical Toilets, Bus Rental S. Camp, and Equipment & Facilities Maintenance are level funded. Fireworks have been moved to the Patriot Purposes budget.

Parker inquired if they're satisfied with the work being done by the Friends of Constitution Park Committee. Justin Chaffee stated he works very closely with them and they have been instrumental in implementing Disc Golf, a new Pavilion and are great to work with.

Emery wanted clarification that they're going to purchase the tractor from the Water & Sewer Department. TJ Eldridge stated that they're going to take it be appraised for trade and then the Town will buy it. The Water & Sewer Department will buy a new tractor with the funds coming from their Unassigned Fund Balance and no new taxation from residents.

Goss inquired about the Activity line item request for \$41,000.00 but year to date they have spent \$21,917.00. Justin Chaffee explained that a lot of the funds will be spent soon and they've tried to be fiscally responsible but they also saved on that line item by using ARPA Funds. They had more participants this year so the Staffing Wages is going to be more than expected. But most of the funds is for field trips and other activities.

Goss inquired about the Bus Rental line item. Justin Chaffee explained that is used mostly for fuel for the summer camp buses. Goss noted that the request if \$3,500.00 but they have expensed \$1,400.00. Justin Chaffee explained that line item is expensed quarterly so not all charges are showing up yet.

Chairman Goss stated the Budget Committee will take the proposed budget Under Advisement.

- **Government Buildings:** proposed 2024 budget of \$323,605.00

TJ Eldridge, Public Works Director explained that Contract Wages was increased due to hiring a part-time employee to work with Chris Vittum for backup help and safety precautions. Longevity increased due to employees who have been employed long enough to earn longevity pay. FICA and Medicare increased accordingly. All remaining line items are level funded. Due to all rain storm washouts a lot of the maintenance was put on hold that we will need to get caught up on.

Parker inquires about line item for Sewer Rent. TJ Eldridge – PWD explained it's to pay the sewer bill for Town buildings.

Susan McGuire – Doyle asked what the Warrant Article is for. Matt Sawyer noted that line item needs to be backed out because that was a Warrant Article from last year. Matt Sawyer re-adjusted and printed a new copy of the proposed budget in the amount of \$303,605.00 for a 5% increase.

Robert Roakes inquired about overage of line item for Gas & Diesel. Matt Sawyer and Andrea Picard confirmed that this line item is pending the dissemination amongst other departments.

Dallas Emery clarified and Matt Sawyer confirmed that the Warrant Article was removed.

Chairman Goss stated the Budget Committee will take the proposed budget Under Advisement.

- **Highway Department:** proposed 2024 budget of \$1,483,850.00

TJ Eldridge – PWD explained that Wages has a slight increase and Longevity, FICA and Medicare increased accordingly. Overtime was increased due to storms taking place on the weekends since January through July. Contract Services/Equipment has been increased by \$40,000.00 for line striping which has not been done for

two years. TJ Eldridge – PWD explained that line striping used to cost \$16,000.00 but is now \$40,000.00. Uniforms budget has increased because Sintas has increased their rates on uniforms. All other line items have been level funded because he cannot go by what was spent this year because of the type of winter and summer we've had. A lot of gravel has been used and mitigation has taken place to prevent the drainage and washout situation from happening in the future. TJ Eldridge – PWD noted a lot of drainage easements have been put in and recorded with the Carroll County Registry of Deeds.

Parker agrees with the line striping.

Susan McGuire – Doyle asked with the Education line item being over budget; are they not going to continue with education. TJ Eldridge – PWD explained this year they had to attend a lot of classes required by FEMA but normally the classes they need to attend are fairly inexpensive but occasionally they have to attend a class like FEMA that is expensive.

Dallas Emery inquired about line item for Gas & Diesel. TJ Eldridge – PWD explained this is pending the dissemination amongst other departments from last quarter.

Chairman Goss stated the Budget Committee will take the proposed budget Under Advisement.

- **Transfer Station:** proposed 2024 budget of \$602,035.00

TJ Eldridge – PWD explained that Part-Time Wages increased because they hired a part-time person that they want to keep. He takes care of the scale, is self sufficient and a huge asset while the other guys process the materials. A slight increase to Longevity, FICA and Medicare increased accordingly. Maintenance & Equipment request an increase of \$5,000.00 because a barrel of hydraulic oil for the baler has increased from \$474.00 to \$998.00 per barrel and the cost of everything has increased. Hazardous Waste requests an increase to \$5,500.00 because the new rates have not been released at this time. All other line items are level funded. TJ Eldridge – PWD explained they made a lot of cuts last year and have been able to maintain going forward. One employee suggested eliminating unused dumpsters during the winter months so their not paying rental fees on unused dumpsters.

Parker would like to see a pamphlet handed out when people buy their sticker instructing and explain to them the separation process and where things go at the Transfer Station. TJ Eldridge – PWD noted they do try to educate people and they have placed many signs to help direct people.

Chairman Goss stated the Budget Committee will take the proposed budget Under Advisement.

- **Vehicle and Equipment Maintenance:** proposed 2024 budget of \$287,500.00

TJ Eldridge – PWD explained FT Wages, Longevity, FICA, Medicare, Retirement, Health Insurance, STD Insurance and Life Insurance had a slight increase and Longevity, FICA and Medicare increased accordingly. Grease & Oil line item has been increased by \$5,000.00 because of the new platinum ~~depth~~ **Diesel Exhaust Fluid (DEF)** fluid being used in the equipment which has helped to reduce maintenance of the trucks and is built for low speeds. Equipment Repair & Maintenance was increased by \$5,000.00 because their to be putting \$30,000.00 into 2 trucks by replacing the complete ~~depth~~ **Diesel Exhaust Fluid (DEF)** systems on truck #1 and #6 due to completely rotting out.

Parker inquired if a cost comparison has been done with having an in-house mechanic. TJ Eldridge – PWD explained not at this time but would like to do that because of how the cost of everything has increased. TJ Eldridge – PWD explained the quick turn a round time on police cruisers because of the benefit of having an in-house mechanic.

Robert Roakes expressed a vote of support.

Chairman Goss stated the Budget Committee will take the proposed budget Under Advisement.

- **Cemeteries:** proposed 2024 budget of \$50,306.00

Matt Sawyer explained the Selectmen's proposed recommendation of \$41,700.00 for Part-time Wages based on the amount of hours dedicated. Currently they do not get a stipend like the Trustees of Trust Fund. The Selectmen and Matt Sawyer felt this was an injustice and are recommending a \$200.00 a month stipend for approximately 20 hours a month of work. Jonathan Smith stated the Select Board is in agreement.

Dallas Emery inquired based on the 2023 adopted budget, compare to what has been expended to what is being requested for 2024; the trustees expect to have a lot of expenses towards the end of the year. Krystal Eldridge did not anticipate any large expenses. But Matt Sawyer noted there are some over wages to be expensed in order to keep laborers. Jonathan Smith clarified that difference between year to date expenditures verses the 2023 budget and confirmed there will be more expenditure coming during the remaining year.

Angela Eldridge, Cemetery Trustee explained she budgeted for a certain amount of hours to be worked but because of the rain this year their behind on the work to be done.

Chairman Goss stated the Budget Committee will take the proposed budget Under Advisement.

Next Meeting: Chairman Goss announced the next meeting will be: [October 18, 2023 – 6:30 pm at the Freight House](#)

- **Town Clerk / Tax Collector**
- **Election**
- **Registration**
- **Board of Selectmen**
- **Legal**
- **Patriotic Purposes**
- **Treasurer**
- **Welfare**

Any Other Business Which May Come Before This Meeting:

Jonathan Smith requested to poll the Committee to see who will be in attendance to ensure a quorum. Smith was unsure if he would be in attendance because he has something going on next week. Krystal Eldridge noted she would be away on vacation. Michael Hunter noted he has to work. Matt Sawyer believes that Brian Ames ~~Ames~~ **Keyes** has to work and requested the secretary to contact Jennifer Brown to ensure she could attend the meeting.

Adjournment:

A **Motion** by Emery to adjourn the meeting. Roakes seconded. No discussion. A unanimous vote was taken. **Motion passed.** The meeting adjourned at 7:04 PM.

Minutes approved by majority vote of the Board on –

_____ Date

Joe Goss, Chairman

Lynn Parker, Vice-Chair
(In the absence of the Chairman)