

**OSSIPEE BUDGET COMMITTEE
MEETING MINUTES
November 1, 2017**

Minutes recorded by and transcribed 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 6:35 PM.

Attendance by Roll Call: – Joe Goss-Chairman, Steve Mosier, Jonathan Smith, Donna Gridley, Lynne Parker, Marie McConarty, Louise Sutherland, and Ellen White, Town Administrator.

Absent: Kathleen Maloney and Rick Morgan-Selectmen's Rep.

Meeting Minutes: the Meeting Minutes from 10/25/2017 were reviewed.

A **Motion** by M. McConarty to approve the minutes of 10/25/2017 Budget Committee meeting as presented. D. Gridley seconded. No discussion. A unanimous vote was taken.

New Business:

2018 Proposed Budget Reviews:

Town Clerk/Tax Collector: The 2018 proposed budget is \$325,050.00

Kellie Skehan presented proposed budget to include salary line item increase due to 2% increase and the extra pay week in 2018. Water and Sewer Salary includes budget for billing and other duties but will be reimbursed by the Water and Sewer Department. PT Wages increased due a need to start training potential new employees as some employees approach retirement age. Equipment & Maintenance increased because of a request for a folding and stuffing machine to assist with tax bills, water & sewer bills and auto renewals. The remaining budget line items have minimal increases, decreases or are level funded.

Discussion: J. Goss reviewed the justification for the folding and stuffing machine. It will potentially save about 120 – 125 clerk -hours per year. Benefit would entail other department's use of the machine for heavy mailing. The machine would be a lease to include maintenance. J. Smith asked how much to buy the machine. E. White estimated \$20,000 – \$30,000, will be leased on 5-year term at a fixed rate of approximately \$400.00 a month.

A **Motion** by M. McConarty to approve the 2018 proposed budget of \$325,050.00. D. Gridley seconded. No further discussion. A unanimous vote was taken.

Election: The 2018 proposed budget is \$8,450.00

Kellie Skehan presented proposed budget to include an increase to each line item due three (3) elections scheduled for next year. No discussion.

A **Motion** by D. Gridley to approve the 2018 proposed budget of \$8,450.00. L. Sutherland seconded. No further discussion. A unanimous vote was taken.

Discussion: M. McConarty requested to go back to the Town Clerk proposed budget and questioned if the part-time position would be advertised. K. Skehan explained she would utilize clerks from surrounding towns. The State requires a potential employee to observe in the office for 30 days before the State will provide official training and the certification exam. J. Smith inquired who sets the salary budget Skehan or the Union.. K. Skehan replied she sets the salary budget.

Registration: The 2018 proposed budget is \$8,489.00

Jane Goodwin, Chairman-Supervisors of the Checklist presented the proposed budget to include an increase to each line item except meetings, mileage & training due three (3) elections scheduled for next year. No discussion.

A **Motion** by L. Parker to approve the 2018 proposed budget of \$8,489.00. D. Gridley seconded. No discussion. A unanimous vote was taken.

Economic Development: The 2018 proposed budget is \$2,500.00

Ashe Fischbein presented the proposed budget to be level funded.

Discussion: L. Parker inquired about their plans for next year. A. Fischbein stated there are a lot planned. Starting with Envision Night on 01/08/2018, Sidewalk Project to include Granite Hill, Main Street and Folsom Road. A. Fischbein is working with Burke Company to redesign the playground and with the Selectmen to create a path from the playground to the Gazebo. Our goal is to create a more walkable, friendly community.

M. McConarty asked how many volunteers the Economic Development has. A. Fischbein stated currently they have 4 volunteers, are always looking for more and they meet the 3rd Monday each month at the Main Street Building. A. Fischbein added they are working with the Selectmen and Public Works Director on business signage Granite Hill and Folsom Road.

L. Sutherland asked if the Economic Development thought of selling engraved bricks for sections of the sidewalks. A. Fischbein stated it's an excellent idea but he's hoping to negotiate a deal with the State, and with grants and trust funds. Their hoping to have an enough money for the sidewalks but will certainly keep it mind if they need to fund raise for more money. Discussion ensued.

A **Motion** by J. Smith to approve the 2018 proposed budget of \$2,500.00. D. Gridley seconded. No further discussion. A unanimous vote was taken.

Government Buildings: The 2018 proposed budget is \$239,707.00

Brad Harriman and Ellen White presented the proposed budget to include an increase to Salaries, which includes the general laborer (a union position) and the custodian. The custodian was originally a 20-30 hours a week position. The position has been increased to 35 hours to clean the Town Hall, Freight House, Police Station, Transfer Station, Recreation Dept., Highway Dept., Water & Sewer Dept., on a regular schedule and cleans the Chickville Meeting House twice a year.

B. Harriman presented all non-salary related line items. Electric is decrease due to the Collaborative Agreement with other Towns. Maintenance is increased due to the new gym floor. E. White explained Furniture is increased due to 4-5 fire proof file cabinets needed for the Supervisors of the Checklist. It's a State requirement and there is no room in either of the vaults.

Discussion: J. Goss asked if this would make the position full time. E. White replied yes and has figured into the budget the applicable taxes figures and benefit package. M. McConarty asked if the salary is for two employees. E. White replied yes. Discussion ensued and E. White explained the custodial position schedule verses contracting out the services.

J. Goss inquired about the vaults verses fire proof file cabinets. Discussion ensued offering several suggestions and options.

J. Smith asked how the Water & Sewer is determined at a flat rate. B. Harriman explained the rate are determined based on usage and a base rate.

A **Motion** by L. Sutherland to approve the 2018 proposed budget of \$239,707.00. L. Parker seconded. No further discussion. A unanimous vote was taken.

Highway Department: The 2018 proposed budget is \$1,283,282.00

Brad Harriman presented the proposed budget noting the Wages reflect 1.5% pay increase voted during last year's election and the extra pay week for 2018. Health insurance is decrease due to renegotiated premiums. Contract Plowing increased due to being over budget this year. Gravel was increased due to rising cost. Salt was increased due to the types of storms we've had and being over budget this year with two months

remaining. Education was increase because of employees attending various educational seminars and training. All other line items are level funded.

Discussion: L. Parker asked for the number of full-time employees. B. Harriman noted there are 9 full-time employees. M. McConarty asked for number of part-time employees. B. Harriman noted there are no part-time employees but the line item is utilized when flaggers are needed on a job site. J. Smith questioned what is covered under Contract Services. B. Harriman replied that is utilized for beaver trappers, cleaning catch basins, road sweepers, etc... Specialized equipment the Highway Department does not own.

A **Motion** by D. Gridley to approve the 2018 proposed budget of \$1,283,282.00. M. McConarty seconded. No further discussion. A unanimous vote was taken.

Transfer Station: The 2018 proposed budget is \$449,700.00

Brad Harriman presented the proposed budget noting the Wages reflect pay increase voted on during last year's election and the extra pay week for 2018. Telephone is increased due to being close to going over budget for this year. Hauling & Dumping is increased due to an increase of the Incinerator Company having an increase per container. Hazardous Waste was increased slightly because the figures are based on population and hazardous waste collected the previous year times the current rate. All other line items are level funded.

Discussion: L. Parker questioned if well testing is over budget this year why not is this line item not increased. B. Harriman stating this years is over budget because there was an extra testing this that was unexpected. J. Smith questioned how much revenue went back to general fund from the recyclables. B. Harriman replied it averages \$105,000 - \$120,000 per year. J. Goss questioned if anyone has investigated the cost of doing our own hauling & dumping. B. Harriman noted it was looked at a couple years ago but will revisit in the next year or two. Discussion ensued over cost to be reviewed.

A **Motion** by L. Parker to approve the 2018 proposed budget of \$449,700.00. D. Gridley seconded. No further discussion. A unanimous vote was taken.

Recreation Department: The 2018 proposed budget is \$163,771.00

Ellen White presented on behalf of Craig Brady, Recreation Director. Salary and Wages is increased because it's a union position and any wage increase is part of the union ratification including the extra pay week next year. His part-time wages and contract wages off set each other by using more subcontract referees and coaches. All other line items are level funded.

Discussion: M. McConarty asked about types of after school programs. E. White noted he is working with school program to bring more enrichment programs. He will continue with the basketball programs, soccer, field hockey, and softball. J. Smith questioned computer software. E. White noted it's a yearly subscription. That allows him to track registrations, attendance, and program payments. It's an excellent tool to work with. M. McConarty questioned the part-time wages. E. White noted there is a part-time program assistant. He oversees the evening programs and Saturday events. Wages include the assistant program director and summer staff. J. Goss questioned the amount for part-time wages as to whether it includes having a part-time person at the new town beach. E. White stated depending on how the town votes the Selectmen know they will need to review this line item. Discussion ensued.

A **Motion** by L. Parker to approve the 2018 proposed budget of \$163,771.00. D. Gridley seconded. No further discussion. A unanimous vote was taken.

Warrant Article #1: To see if the Town will vote to raise and appropriate the sum of \$1,200,000 for the purpose of acquiring the land and buildings at 130 Gretchen Road located on Ossipee Lake for the use as a town beach and recreation area; \$1,000,000 of such sum to be raised by the issuance of serial bonds or notes not to exceed \$1,000,000 under and in compliance with the provisions of the Municipal Finance Act (NHRSA 33:1 et seq., as amended) and to authorize the Selectmen to issue and negotiate such bonds or notes and to effect the issuance, negotiation, sale and delivery of such bonds or notes as shall be in the best interests of the Town of Ossipee. The remaining \$200,000 to come from fund balance (surplus) and no amount of such

\$200,000 to be raised from taxation. (Recommended by Selectmen 3-0) (Recommended by Budget Committee x-x). A two-thirds (2/3) ballot vote is required.

E. White stated the Board of Selectmen voted unanimously to recommend. This and the budget will be presented on November 2, Public Hearing.

Discussion: J. Smith questioned which term the Selectmen are going with. E. White stated she believes they may go with the 20-25 years term but no final decision has been made. No further discussion. Chairman Goss called for Roll Call Vote:

L. Parker – Pass M. McConarty – Pass D. Gridley – Pass S. Mosier – Pass L. Sutherland – Pass
J. Smith – Pass J. Goss – Pass

Warrant Article #1 passes unanimously.

Any Other Business Which May Come Before This Meeting

J. Goss restated Thursday, November 2, 2017 - Public Hearing - Budget Committee on Town Beach - 6:30 pm at Town Hall.

J. Goss, Chairman signed an official letter written to Kathleen Maloney addressing her commitment intent of remaining or resigning from the Budget Committee.

Upcoming Meetings:

- Thursday, November 2, 2017 - Public Hearing Notice on Proposed Issuance of Bonds Town of Ossipee - 5:30pm at Town Hall
- Thursday, November 2, 2017 - Public Hearing - Budget Committee on Town Beach - 6:30pm at Town Hall
- Thursday, November 9, 2017 - Budget Committee Meeting - 6:30pm - 7:30pm at Freight House for 2018 Budget Review Schedule.
- Wednesday, November 15, 2017 - Budget Committee Meeting - 6:30pm - 7:30pm at Freight House for 2018 Budget Review Schedule.
- Thursday, November 16, 2017 - Budget Committee Meeting - 6:30pm - 7:30pm at Freight House for 2018 Budget Review Schedule.
- Tuesday, November 28, 2017 – Town Hall Meeting on Town Beach – 6:30pm – 7:30pm at the Town Hall.
- Wednesday, November 29, 2017 - Budget Committee Meeting - 6:30pm - 7:30pm at Freight House for 2018 Budget Review Schedule.

Adjournment:

A **Motion** by M. McConarty to adjourn the meeting. D. Gridley seconded. No further discussion. A unanimous vote was taken.

The meeting adjourned at 7:48 p.m.

Next Meeting: **November 9, 2017 @ 6:30 pm**

Minutes approved by majority vote of the Board on –

Date

Joe Goss, Chairman
Budget Committee