

**OSSIPEE BUDGET COMMITTEE**  
**MEETING MINUTES**  
**October 10, 2019**

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

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

**Pledge of Allegiance** – was recited

**Attendance by Roll Call:** – Joe Goss, Jonathan Smith, Donna Gridley, Louise Sutherland, Roland Millette, Rachel Ciarmella, Martha Eldridge (Selectmen's Rep.) and Ellen White, Town Administrator

**Absent:** Shawn Marcotte, and Lynne Parker

**Meeting Minutes:** The Meeting Minutes of September 18, 2019 were reviewed by the committee.

A **Motion** by Gridley to approve the minutes of September 18, 2019 Budget Committee meeting as presented. Smith seconded. No discussion. A unanimous vote was taken.

**Selectmen's Budget Report to Date**

M. Eldridge reported the Town has changed banks. Eldridge reported some budget line items were down.

**Review 2019 Revenue to Date**

M. Eldridge reported revenues are coming in.

**Review Warrant Articles**

- Sidewalks – Eldridge reported the sidewalks are coming along and final stage will take place next week.

**2019 Warrant Articles**

- **OCC Building** — White reported the 2019 warrant article for vinyl siding may carry over into next year because it was a two-part appropriation. The furnaces are installed. The air conditioners appropriation funding will be discussed at the next Selectmen's meeting. The second half of the warrant article funding will go before the Town residents at the March Annual Meeting.

Rumors that Ossipee Concern Citizen's would be moving was squashed. Millette noted every year rumors start when it comes time for state contracts and funding. Goss questioned if rumors concerning Donna Sargent retiring this year were true. Millette noted, they have been working on a continuation plan, if Sargent retires. But also stated there are several others on the OCC Board getting older with no one to help fill-in should anything happen. A lot of people depend on the programs and is an important program to keep going.

Goss suggested to the Committee of not finalizing any votes on any department budgets, because it's dependent upon final numbers from the revenues, other expenditures and the tax rates. Goss called on the Committee to determine how much of a percentage increase is going to be acceptable this year, considering the new tax rate is undetermined at this time. Smith suggested to hear each department's proposed budget and take it under advisement until the budget process moves forward. Goss noted there are cuts which can be made now, and these departments need to start holding the line on their budgets. Discussion ensued. Goss wants a zero increase over last years totals.

## 2020 Budget Proposals

- Cemeteries: Rick St. Jean was here to present.

St. Jean reported they are seeking level funding for the 2020 budget. Last year they encumbered \$2,500.00 for ground penetrating radar, which has not taken place. So, they would like to keep the \$2,500.00 encumbered and appropriate another \$2,500.00, because they have 2-3 cemeteries they would like to radar. St. Jean submitted a revised 2020 proposed budget report. Copies were made and disseminated to the Committee.

Discussion: Millette questioned if there would be any warrant articles coming forth. St. Jean asked White about the granite post for the Chickville Rd. Cemetery. White advised to represent to the Board of Selectmen with updated figures. Goss suggested submitting it as a warrant article or capital improvement. Discussion ensued over each line item.

Smith inquired on the details of the ground radar service being requested. St. Jean noted there are 3-4 companies in NH, 1 company he knows of in Maine and several in Massachusetts's. Price per hour is approximately \$150.00. Trustees of the Trust Funds handles incoming revenue and the Board of Selectmen are in charge of sale of plots with approximately 6 sold this year.

A **Motion** by Goss to take under advisement the Cemeteries Proposed 2020 Budget of \$39,310.00. Smith seconded. No discussion. A unanimous vote was taken.

- Town Clerk/Tax Collector: Kellie Skehan was here to present.

Skehan provided the Committee with a detailed list of the Town Clerk/Tax Collector Proposed 2020 Budget. Millette questioned Part-time wages line item. Skehan noted since Patricia is not retiring this year, Skehan does not want to spend the money on training a new person at this time. This would be a deputy position under the law. Skehan read through each line item of the proposed budget. Skehan noted she will begin pricing for next year's budget for 3-Printers (State Equipment) because the state will no longer provide support for the equipment. Skehan will be attending a weeklong re-certification course in July which is good for 3-years.

Discussion: Sutherland asked the going rate for mileage \$0.58 per mile. Smith asked if 2.19% was calculated into the salaries and totals \$185,874.00 but is asking for \$187,000.00. Skehan confirmed yes and she always rounds up. Smith noted the sum should only round up to \$186,000.00 not the requested \$187,000.00.

Skehan informed the Committee that she increased equipment & maintenance in order to purchase a scanner for scanning archived minutes and thus creating an easy way of searching for records when someone comes in requesting a copy of old minutes. Skehan will be applying for a \$10,000.00 state grant towards records restoration of the old books and may be requesting another warrant article in the amount of \$20,000.00 - 25,000.00 to obtain the scanner, computer and software for the records preserved within the 10-year range.

Discussion ensued on expanding the vault or other areas to expand for storage. Smith inquired how and where the Town gets its supplies and saving on supplies. White explained, it's all the same, Office Supply, Staples, W. B. Mason and Central Paper for cleaning supplies and toilet paper. Jessie O'Blenes is very diligent in looking for sales.

A **Motion** by Smith to take under advisement the Town Clerk/Tax Collector Proposed 2020 Budget of \$330,425.00. Millette seconded. No discussion. A unanimous vote was taken

- Elections: Kellie Skehan was here to present

Skehan explained this next will have 4 – Elections with a standard 6 – ballot clerks, and on the Thursday before election there is a mandatory training. Federal and State Election Day is usually a 15-hour day and Town Election Day is less hours because the day does not start until 10:00 am. Ballot cost are up because last election the Town needed 800 and this year 10,700 ballots. Moderator sets her own rate and is level funded.

Skehan read through the remaining line items noting an increase in advertising, supplies, postage, and ballots all due to having 4 – Elections next year.

Committee discussion: Goss questioned the increase in postage which is due in part to absentee ballots.

A **Motion** by Smith to take under advisement the Elections - Proposed 2020 Budget of \$19,120.00. Millette seconded. No discussion. A unanimous vote was taken.

- Registration: Kellie Skehan present on behalf of Desiree Valley and the Supervisors of the Checklist.

Skehan read through each line item. Advertising is increased by \$450.00 due to notifications for the 4 - Elections, Postage is increased by \$25.00 because of the 30 – day notice for people who may have moved either in or out of Ossipee for verification. Supervisors of the Checklist will need to attend training before the elections. In 2021, the checklist will need to be purged and a letter will go out to anyone who has not voted since the last 2016 Presidential Election.

Committee discussion: Millette inquired into the number of residents to registered voters. Skehan reported there are 3,200 on the list and about 500 – 600 voters for Town Elections and 2,200 on the last Presidential Elections. But the list is not accurate due in part to an incomplete listing of deaths and move aways.

A **Motion** by Millette to take under advisement the Registration - Proposed 2020 Budget of \$9,447.00. Smith seconded. No discussion. A unanimous vote was taken.

- Conservation Agent

Ellen White presented the Conservation Agent proposed budget for the Towns Timber Monitor – Bob Boyd. He is in the office 4 hours on Thursday's. Budget is level funded based on wages and taxes at \$4,306.00. He does very well at tracking the Intent to Cuts, the reporting of cuts, works closely with the Forest Rangers to follow up with those who do not file the proper paperwork.

Committee discussion: Smith asked if Boyd is in the office 3 hours a week, how much is he out in the field. White responded it's 50/50 depending on the seasons. The wintertime is a little slower, but he is also in the office fielding incoming questions.

A **Motion** by Gridley to take under advisement the Conservation Agent - Proposed 2020 Budget of \$4,306.00. Sutherland seconded. No discussion. A unanimous vote was taken.

- Dam Authority – Level Funded

White explained this was adjusted last year prior to public hearing. The bottom line is the expenditures for the year. The expenditures are put into an equation of Equalized Assessed Valued, which is not set with the Department of Revenue yet. White recommends level funding based on past year figures.

Committee discussion: Goss inquired if the dam authority submits a timesheet or something to track how much time he is actually spending at the dam. White explained he submits all paperwork to Roberta McCarthy in Freedom, and she submits all paperwork into the state. Discussion ensued.

A **Motion** by Smith to take under advisement the Dam Authority - Proposed 2020 Budget of \$7,997.00. Gridley seconded. No discussion. A unanimous vote was taken.

- Legal – Level Funded

White explained she has requested level funding on this line item for the past 4 – years. Budget includes legal fees paid to Town Attorney. Legal fees continue to be paid to DTC Lawyers representing the Town in the Fairpoint Communications Tax Appeal since 2014. The Town is in negotiations with Charter Communications (Spectrum Cable) for the cable franchise agreement. Sager has informed White beginning January 1<sup>st</sup>, 2020 he will be increasing his hourly rate which has not been done in several years.

Committee discussion: Goss questioned if Spectrum is getting taxed on the double poles. White stated they are getting taxed all the poles and explained the process. Goss protested about the telephone lines hanging low because they are not properly secured. White noted it's a utility issue not the Town's because they are responsible for their own equipment and property.

A **Motion** by Smith to take under advisement the Legal Expense - Proposed 2020 Budget of \$35,000.00. Gridley seconded. No discussion. A unanimous vote was taken.

- Patriotic Purposes

White presented the level funded budget for the replacement of military service grave markers and flags in the Town Cemeteries. Mark Washburn is the point of contact for this service. He trained with and subsequently replaced Roy Eldridge and does an excellent job.

A **Motion** by Gridley to take under advisement the Patriotic Purposes - Proposed 2020 Budget of \$2,000.00. Millette seconded. No discussion. A unanimous vote was taken.

- Treasurer – Level Funded

White presented the level funded budget. Harry Merrow is the treasurer and is frugal with the expenses.

A **Motion** by Gridley to take under advisement the Treasurers - Proposed 2020 Budget of \$11,030.00. Sutherland seconded. No discussion. A unanimous vote was taken.

- Welfare

White explained the budget has been reduced by \$5,000.00 for this coming year due in part because the need has not been as prevalent as in years past.

A **Motion** by Smith to take under advisement the Welfare (General Assistance) - Proposed 2020 Budget of \$50,000.00. Millette seconded. No discussion. A unanimous vote was taken.

- Board of Selectmen – Level Funded

White presented the level funded budget.

A **Motion** by Smith to take under advisement the Board of Selectmen - Proposed 2020 Budget of \$19,920.00. Gridley seconded. No discussion. A unanimous vote was taken.

### **Budget Schedule**

Highway Department: The Interim Manager – Steve Parkinson was given the past 4- years of data to review in preparation for this year's budget. White recommended moving his review until the October 30, 2019 meeting.

A **Motion** by Goss to move the Highway Department Proposed 2020 Budget review to October 30, 2019. Eldridge seconded. No discussion. A unanimous vote was taken.

**Any Other Business Which May Come Before This Meeting:** None heard

### **Adjournment:**

A **Motion** by Smith to adjourn the meeting. Gridley seconded. No further discussion. A unanimous vote was taken. **Motion passed.** The meeting adjourned at 7:45 p.m.

Next Meeting: **October 16, 2019 @ 6:30 pm**

Minutes approved by majority vote of the Board on –

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Date

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Joe Goss, Chairman  
Budget Committee

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Jonathan Smith, Vice-Chair  
*(In the absence of the Chairman)*