

OSSIPEE BUDGET COMMITTEE
MEETING MINUTES
October 30, 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 6:30 PM.

Pledge of Allegiance – was recited

Attendance by Roll Call: – Joe Goss, Donna Gridley, Lynne Parker, Louise Sutherland, Roland Millette, Rachel Ciarmella, , and Martha Eldridge (Selectmen's Rep.)

Absent: Jonathan Smith, Carter Clay, and Ellen White, Town Administrator

Meeting Minutes: The Meeting Minutes of October 10, 2019 were reviewed by the committee.

A **Motion** by Gridley to approve the minutes of October 10, 2019 Budget Committee meeting as presented. Millette seconded. No discussion. A unanimous vote was taken.

Selectmen's Budget Report to Date

M. Eldridge reported the Selectmen have asked department heads to get their warrant articles in as soon as possible. The interim Public Works Director hired to assess and recommend to the Selectmen the qualifications and needs for a new Public Works Director has provided his recommendations. The Selectmen have reviewed the recommendations and have ended Steve's services as interim Public Works Director. Eldridge reported it will save approximately \$2,000.00 dollars a week. MRI also had a contract ready for \$7,500.00 to hire an interim Town Administrator. The Selectmen have discussed the situation and between the experience of Sam has as Selectmen, and Sue Simpson has worked here for 22 years and her own 30 years of experience, 15 years of which was as Town Administrator. So, Eldridge felt it was not necessary to bring anyone else on board. But they will be advertising in the Conway Daily Sun and the Manchester Union Leader.

Goss asked about the Dam Authority payroll calculations. Eldridge stated she has not but will check with White before she leaves on Friday.

Review 2019 Budget to Date: N/A

Review 2019 Revenue to Date:

Eldridge reported good. Camp David took in nearly \$90,000.00 this year.

Review 2019 Warrant Articles:

Eldridge reported not all warrant articles have been expended. Millette inquired if Steve McConarty came up with a recommendation for the air conditioner. Eldridge said she has not seen anything thus far.

2020 Budget Proposals

- Planning Board – Connie Billings reported an overall increase of \$1,220.00. Most of it is wages and benefits, the only line item increased is office supplies by \$500.00 for a total budget in the amount of \$37,598.00.

Committee discussion:

Eldridge inquired if any warrant articles would be presented. Billings replied none.

A **Motion** by Millette to take the Planning Boards Proposed 2020 Budget of \$37,598.00 under advisement. Parker seconded. No discussion. A unanimous vote was taken.

- Zoning Board of Adjustment – Ralph Wurster reported an overall increase of \$1,396.00. Most of it is wages and benefits, the only line item increased is postage by \$200.00 for a total budget in the amount of \$18,949.00.

Committee discussion: Goss question the increase of postage and the reasoning. Wurster explained based on the end of September totals and the current track of cases coming in for the remainder of the year, they would end up \$200.00 over budget. Thus, the increase of \$200.00 for next year.

A **Motion** by Gridley to take the Zoning Board of Adjustment Proposed 2020 Budget of \$18,949.00 under advisement. Sutherland seconded. No discussion. A unanimous vote was taken.

- Trustees of Trust Funds – Connie Billings reported a decreased overall budget of \$6,162.00. Supplies line item was decreased by \$900.00 because they were able to get a new computer for only \$400.00. Salary line item is level funded at this time unless someone assumes a position on the committee.

Committee discussion: No discussion.

A **Motion** by Gridley to take the Zoning Board of Adjustment Proposed 2020 Budget of \$6,162.00 under advisement. Ciarmella seconded. No discussion. A unanimous vote was taken.

Goss the revenue coming in from perpetual care. Billings replied none. He cannot disperse any funds unless he has a request from the Cemetery Trustees of each grave. Goss requested totals on all the trust fund totals.

- Police Department – Chief Joe Duchesne reported an increase to PT Special Salary of \$3,118.85, uniforms were increased by \$2,000.00 to buy all new jackets for each officer this year and next year it will be reduced back to the \$5,000.00. Next item is Replacement Equipment is increased by \$4,600.00 for equipment that is not normally budgeted which include spike strips for the cruisers, medical kits for each cruiser, and a tourniquet system to wear on each officers belt, and a new computer system server which will go with a warrant article. The server is for the computer system but also for the in-car camera systems and the price of the server is included in the \$4,600.00 for equipment. Training is increased \$2,000.00 because the Police Academy is only offering basic recruit training for free, but all additional training and supervisory training is a self-pay at \$700.00 a class. Vehicle maintenance has a \$3,000.00 increase because this year it's going over budget because prior to Chief Duchesne, all officers were changing the brakes on their cruisers themselves. Chief Duchesne wanted the brakes and all vehicle maintenance performed by certified mechanics to avoid any liability issues.

Committee discussion: Parker asked about the increase on the K-9-line item for this year's budget. Chief Duchesne explained was going to budget for a K-9, but prior Selectmen said they would find it in the budget elsewhere. That did not happen, and he was given approval by the current Board of Selectmen to go ahead with obtaining the dog and training.

Goss inquired about warrant articles the Police Department will be requesting. Chief Duchesne noted he will be seeking a warrant articles for a cruiser and the in-car camera system which is roughly \$47,000.00 to \$50,000.00 to be installed in all seven cruisers.

A **Motion** by Parker to take the Police Department Proposed 2020 Budget of \$1,255,697.00 under advisement. Eldridge seconded. No discussion. A unanimous vote was taken.

- Police - Special Duty – Chief Duchesne reported this is level funded every year. This money expended when an officer does a special detail job and when the department is compensated the funds are reimbursed to this account.

Committee discussion: Goss asked how much to date has Special Duties grossed. Chief Duchesne did not have those figures with him but will provide them to the committee.

A **Motion** by Gridley to take the Police - Special Duty Proposed 2020 Budget of \$25,000.00 under advisement. Ciarmella seconded. No discussion. A unanimous vote was taken.

- Dog Officer – is level funded, no changes for the 2020 budget year.

Committee discussion: Parker inquired on the number of calls per year. It was reported there is about 100 calls per year. Parker asked how many are put in the shelter. It was reported that not too many went to the shelter and all were picked up. Parker asked out of the ones picked up, how many were unlicensed. It was reported only a couple were not licensed. Parker asked if these were fined for not being licensed. It was reported if the owner cannot prove they are licensed, then they are fined and it goes through the Town Clerk. Parker asked if they verify rabies vaccine. It was reported the owner cannot pick up the animal until they can verify that the rabies vaccination is up to date.

A **Motion** by Millette to take the Dog Officer Proposed 2020 Budget of \$16,998.00 under advisement. Sutherland seconded. No discussion. A unanimous vote was taken.

- Highway Department – Goss asked if someone from the highway department could be here to present their budget. Eldridge would make the arrangements. Discussion ensued on when to have them come in. Consensus was to have them come in on the November 13th, but Eldridge felt there was no reason to put them off.

A **Motion** by Millette to table the Highway Department Proposed 2020 Budget until November 6, 2019 Budget Committee meeting. Ciarmella seconded. No discussion. A unanimous vote was taken.

- Conservation Commission – Conservation secretary, Nash explained last year, the Water Quality Testing performed by Green Mountain Conservation Group was instructed to apply as an Outside Agency for any funding request. But the line item and amount were not removed from the Conservation Committees budget as a line item. This year, those funds from the Water Quality Testing was put towards paying NH Lakes – Lake Host Program and Freedom Tri-Town Lake Host Program for providing a host at the Pine River boat ramp on Route 25 East for boat inspections to help reduce invasive species from migrating.
The Conservation Commission is asking to eliminate the Water Quality Testing as a line item and replace it with the NH Lakes – Lake Host Program and increase the amount from \$2,400.00 to \$4,000.00.

Committee discussion: Goss stated that funding should also come in as an Outside Agency or as a Warrant Article and not as part of this operating budget. Discussion ensued.

A **Motion** by Goss to strike \$4,000.00 from the Conservation Commissions Proposed 2020 Budget of \$13,664.00 for the Lake Host Program and submit this amount as an Outside Agency or a Warrant Article. Eldridge seconded. No discussion. A unanimous vote was taken.

Committee discussion: Gridley noted that the Dues & Workshop line item is \$1,100.00 with only \$460.00 expended and are asking again for \$1,100.00. Do they really need that much?

A **Motion** by Gridley to take the Conservation Commissions Proposed 2020 Budget of \$9,664.00 under advisement. Parker seconded. No discussion. A unanimous vote was taken.

Any Other Business Which May Come Before This Meeting:

Billings asked if there were any questions concerning the trust funds. Goss asked Eldridge about the Whittier Bridge. Eldridge reported she does not expect to hear anything until spring. White did get certified for the Town to be eligible for federal grants/funding and the Town has received the funding back for the Whittier Bridge. Billings noted Benefit Pay, they \$20,000.00 in for a warrant article but it does not get funded until December 15th, 2019.

General discussion ensued concerning the status of the Whittier Bridge, quilts for police cruisers, trick-or-treat postponed until Saturday night due to heavy wind and rain anticipated. Cemetery trust amount in the account, Green Mountain Conservation Group warrant article was not submitted, and the ambulance contract remains to be factored into the budget.

Next Meeting:

November 6, 2019 @ 6:30 pm

- Highway Department
- Outside Agencies

November 7, 2019 @ 6:30 pm

- Outside Agencies

Any Other Business Which May Come Before This Meeting:

Gridley asked for a run down of warrant articles the Committee is aware that's going to be coming and the amount:

In-car Camera System	\$47,000.00 - \$50,000.00
Police Cruiser	\$50,000.00
Ossipee Concern Citizens	\$60,000.00
Library (Carpeting)	\$40,000.00
Highway Department (Loader)	\$200,000.00
Incinerator (Baler) approximately	\$52,000.00
Recreation Department	\$88,000.00
Lake Host Program	\$4,000.00
Estimated Total	\$544,000.00
Re-Occurring Warrant Articles for Capital Reserves Funds	\$150,000.00
Sub-total	\$694,000.00

- Fire Precinct to submit by **November 13, 2019 @ 6:30 pm**
- Fire Precinct & Warrant Articles to be presented on **November 20, 2019 @ 6:30 pm**

Adjournment:

A **Motion** by Gridley to adjourn the meeting. Eldridge seconded. No further discussion. A unanimous vote was taken. **Motion passed.** The meeting adjourned at 7:20 p.m.

Minutes approved by majority vote of the Board on –

Date

Joe Goss, Chairman
Budget Committee

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