

OSSIPEE BUDGET COMMITTEE
MEETING MINUTES
June 24, 2020

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

Call to Order: Donna Gridley called the meeting to order at 6:38 PM.

Pledge of Allegiance – was recited

Attendance by Roll Call: – Donna Gridley, Roland Millette, Louise Sutherland, Donna Sargent, Martha Eldridge (Selectmen's Rep.) and Matt Sawyer, Jr, Town Administrator

Absent: Rachel Ciarmella, Joe Goss, Lynne Parker and Ctr. Ossipee Fire Dept – Rep.

Attendees: TJ Eldridge, Highway Director

Elections: Chairman & Vice-Chair

A **Motion** by Gridley to postpone electing a new Chairman and Vice-Chairman until the next meeting since not everyone was present. Martha questioned if there were enough members to form a quorum. It was decided not to vote and approve anything but to just discuss for tonight.

Meeting Minutes: The Meeting Minutes of February 6, 2020 & February 6, 2020 Public Hearing were held until the next meeting.

Selectmen's Report: Martha Eldridge reported they have borrowed one million against the 2.5 million TAN note in order to make school payment in April. The Board of Selectmen have promoted an equipment operator up to mechanic. A new software program was purchased for the Highway Director to track the highway employees work logs but will defer to TJ Eldridge for further details. Warrant Articles are being reviewed for necessity and possible further cuts. M. Eldridge turned the discussion over to TJ Eldridge, Highway Director to further explain the grader, the loader, new software program and the mechanics position.

Highway Report: TJ Eldridge, Highway Director

- Mechanic's Position:

T. Eldridge assumed when hired that there was a mechanic position discussed in previous years since there is a large garage, and heavy equipment lifts. A current employee has incredible knowledge of mechanics work and supplied his own tools. The highway vehicles, Selectmen's office and police department vehicles are all maintained by the mechanic. Previous cost for routine services ranges between \$80.00 - \$150.00 depending on type of vehicle. Now it's costs the Town approximately \$40.00 for routine service. The recent repair of the grader for 400 hours of service saved the Town \$13,000.00 and took a week to complete. Eldridge is allowing the mechanic to take on new assignments that previously were contracted out and believes the position was under compensated. The mechanic has repaired and, in some cases, rebuilt the Recreation Departments lawn mowers. The mechanic has repaired the worn gear for the grader for \$5,800.00. The employee submits his hours to Eldridge, who tracks all the hours, jobs, materials and was comparing it to contractor costs to determine savings. Contractors charge approximately \$150.00 to work on Town equipment verses \$29.75 per hour to hire a fulltime mechanic.

Matt Sawyer stated the agreement was there will be no increase to staff and the highway department will absorb the slack during winter plowing.

Discussion: included the number of hours spent on mechanic duties, to which, Eldridge noted the job title is Mechanic/Heavy Equipment Operator. So, the primary position is mechanic but is also a heavy equipment operator to fill-in during vacations, etc...

- Software Program:

T. Eldridge distributed several reports from the new software.

Fleet report: shows how he can track the trucks and equipment which provides the year of the machine, mileage, parts cost, PO cost (non-stocked parts), Labor cost, total parts cost and total cost of repairs. The Fleet package includes cruiser oil, cruiser brakes and cruiser components and parts. The oil withstands long-term idling and the brakes withstand higher heat and the Police Chief is reported pleased with the products. A complete service with brakes including a right rear bearings costed \$331.07 and prior cost would be \$500.00 for just the rear brakes on a cruiser.

Active Parts List: Eldridge is ordering all parts with no markup which is a cost savings because he is ordering parts from Amazon, O'Reilly, Sanel's and mostly Napa. The parts list is linked to his phone to track when a part is low, and he can re-order so their not left without a part in the middle of a snowstorm.

Matt Sawyer commented this is taking a proactive approach. Eldridge continued to speak highly of the newly appointed mechanic. Eldridge explained the process for determining the inventory by meeting with the mechanic, foreman and assistant foreman to determine the min and max of each part.

Daily Report: Eldridge explained the report is setup to provide the work type, work order date, employee, category, hours and cost. The reports are customizable, and the iWorQ Systems: is an efficient software solution for Community Development & Public Works Departments... is cloud-based software for public works and community development. Manage your assets, facilities, maintenance, permits, licenses, and more. iWorQ also has a 24-hours a day assistance.

Gridley inquired to the cost of the software. Eldridge explain that starting cost was \$5,000.00 annually and through negotiations the ending cost is \$3,000.00 annually with upgrades and the cost will never go up.

Eldridge continued stating there is a mapping component to learn so he can start tracking which roads have had work done or not. The Police Department is also utilizing the software to track their vehicles. The software has a color scale and when a vehicle gets to red it's vastly approaching it's life expectancy.

Eldridge noted this reporting is going assist when repairing the dams. Discussion ensued over the Mill Pond Dam and the Big Dan Hole Pond Dam. Gridley noted the Big Dan Hole Pond Dam was recently repaired. TJ and Matt both acknowledged but according to NHDES, it was not correctly repaired.

Eldridge informed the committee of the equipment (tire changer) he wants to purchase next year but is hoping to take it out of the Highway Department's equipment purchased budget. Eldridge would also like to purchase a computer scanner for the mechanic to use in repairing the vehicles.

Gridley inquired about the grader. Eldridge explained the grader was a 2002 John Deere with 8,000 hours on it. While using it on Pine Hill Rd, it lost 7 and 8 gear. The mechanic believed it to be the UCM, otherwise it's the transmission. Nortrax was came up inspected the grader and advised not to use 7th and 8th gear but the transmission is failing. The grader was used, and 3rd and 4th gear failed. A new transmission would cost between \$30,000.00 and \$40,000.00. Trade value for a grader in this condition would be approximately \$50,000.00. To rent a grader is \$10,000.00 a month. After two weeks of researching and speaking with other Towns, leasing was going to be the best option. Leasing a grader is a lease to own five-year payment plan. Eldridge worked with Selectmen, Jonathan Smith on the financial impact to taxpayers would be \$.03 - .04 cents per thousand by leasing the grader.

Eldridge reported he order a new grader with the understanding that if taxpayers do not vote to approve the expenditure at the next Annual Meeting, the grader is returned, and the Town will be without a grader.

Through negotiations there are no payments until April 2021, includes a 7-year warranty, was given \$50,000.00 trade in value on the old grader and are borrowing a new grader for free for the next 10-14 weeks until the purchased grader comes in. The cost for the new grader is \$315,000.00 (municipality cost) and payments will be \$56,000.00 per year for 5 years. Typically, a grader is good for 20 years.

Sutherland questioned the back up for the software system. Eldridge reported it's a web-based program so no information is stored on his computer, it all on the web.

Sawyer, Jr. reported that some of the COVID -19 grant money can be applied for paperless systems. Sawyer, Jr. is fairly certain the Town will receive about \$3,000.00 back for having paperless system.

A brief discussion concerning email capabilities ensued and was noted not all members have email, so phones will need to be made for upcoming meetings.

T. Eldridge reported on the fuel site. Previously an outside company was paid approximately \$600.00 per month plus travel pay to come and inspect the fuel pumps. Eldridge was a class C fuel operator at his previous employment. The fuel company is coming at the end of June, for free, to train and certify the highway crew to inspect the Town's fuel pumps, thus saving the Town approximately \$600.00 per month on inspection cost. Discussion ensued on what is included in the inspection.

2020 Budget Report:

Sawyer, Jr. reported there is 53.12% remaining for the year. There was not as much savings due to COVID, but they have tried to save where they can. Sawyer, Jr. and the Selectmen review all large expenditures.

2020 Revenue Report:

Sawyer, Jr. reported tax revenues for the second half are on everyone's mind. The State of NH clarified that non-tax revenues for meals and rooms and highway block grants are going to be reduced by much. One will be level funded and the other will be reduced by 8%.

Sawyer, Jr. reported he is waiting for School's Out Program inform him on how much she will need and how much can be cut.

Sawyer, Jr. reported he has on the Selectmen's agenda to review other outside agencies for potential cuts.

Covered Bridge:

M. Eldridge reported they have received approval from the West Ossipee Eldridge Family to use the property to replace the covered bridge. Matt Sawyer, Jr. and TJ Eldridge have a couple of contacts to possibly have GPS mapping systems not to route people across the bridge as a short cut which it will do by default, unless programmed otherwise. Sawyer, Jr. stated they have asked for a 2020 start date and is awaiting to hear if the Town will receive funding in about a month, now that they have the right of way gift donation letter signed from the property owner to start building up the banks. The bridge will not go back into place until 2021. Town residents are asking for an aggregate cost has been invested over the years and Sawyer, Jr. stated there is no master spreadsheet over the years and it's approved on an annual basis. According to Hoyle and Tanner, project engineer, the Town has leveraged approximately \$214,000.00 of town funding compared to less than \$900,000.00 of Federal and State funding. The final phase will be approximately \$100,000.00 of Town funding compared to the \$1,000,000.00 in funding hopefully from the State. TJ Eldridge commented he spent time with Francis Lord and have mended the Town's relationship with Mr. Lord. Discussion ensued over how classifying the bridge as historical is the only way to have the State change the gps mapping.

HWY Budget:

- **Hauling and Dumping:** TJ Eldridge explained the large expenditure for metal. A full dumpster holds approximately 4 tons. The metal is worth approximately \$68.00 per ton, but the town was expending \$125.00 to have the metal picked up. So, the Town was only getting reimbursed for 2 tons out of a 4-ton dumpster, because the 2-tons went to the cost of hauling and dumping. TJ Eldridge called around for an alternative company and located Ricker's out of Tamworth. He deposits the dumpsters, picks up and the Town gets \$74.00 a dumpster for metal and no shipping charges.

Document Shredding:

Gridley questioned if the Transfer Station would be amendable to setting up a day for document shredding with a company. Discussion over possible location for staging the truck, etc... but TJ Eldridge and Gridley are to investigate further.

Ambulance Service:

Donna Sargent raised concerns over a \$5,000.00 ambulance bill her sister received for service from Browns Ridge Rd. to Huggins Hospital and why Cigna is not in the network. Discussion ensued with possible scenarios for the charges, but she was advised to contact the ambulance company to see if they are a Cigna carrier and Matt Sawyer, Jr. is also going to investigate with the ambulance owner, John Hatch.

Next Meeting:

Scheduled for **August 26, 2020**, 6:30 PM at the Freight House.

Any Other Business Which May Come Before This Meeting:

Sawyer, Jr. inquired as to who's responsible for obtaining a representative from Center Ossipee Fire Dept., consensus was it falls to the chairman.

Sargent questioned if there are reports M. Eldridge is to provide until the committee meets again. M. Sawyer, Jr. inquired into his role on the committee and if he is to just provide the year-to-date expenses report and revenue reports or are there other reports he is to bring. He conveyed he did print off last year's calendar for department meetings but ... Gridley informed him by that schedule, he helps to determine what is on the Budget Committee's agenda based on the schedule. The Selectmen drive the Budget Committee's agenda and review process.

Adjournment:

A **Motion** by Sutherland to adjourn the meeting. Millette seconded. No further discussion. A unanimous vote was taken. **Motion passed.** The meeting adjourned at 7:39 PM.

Minutes approved by majority vote of the Board on –

Date

Donna Gridley, Acting Chairman
Joe Goss, Chairman
Budget Committee

Vacancy, Vice-Chair
(In the absence of the Chairman)