

OSSIPEE BUDGET COMMITTEE
MEETING MINUTES
October 21, 2020

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

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

Pledge of Allegiance – was recited

Attendance by Roll Call: – Joe Goss, Donna Gridley, Roland Millette, Rachel Ciarmella, Cameron Quigley, Louise Sutherland, Lynne Parker, Donna Sargent, Martha Eldridge (Selectmen's Rep.) and Matt Sawyer, Jr, Town Administrator

Meeting Minutes: Review of minutes at the next meeting.

Selectmen's Report: Martha Eldridge informed the Committee that the Water and Sewer Superintendent, Wayne "Bo" Eldridge has resigned. He will be here for two more weeks. The Selectmen has been working with an engineer to re-do the whole water and sewer. His first assessment would have raised the rates considerably and would have been implemented over a 3-year period, so the Selectmen asked him to take another look. With the resignation of the superintendent and the secretary the year before, the revenue will help offset the increase for this year. When a new superintendent is hired, it will be at a much lower rate. The Water and Sewer department will begin sending out monthly bills versus quarterly bills. All employees involved have been informed of the change. Per TJ Eldridge, Public Works Director, they will be promoting Jim Champagne to oversee day-to-day operations until a superintendent is hired. Late Penalty fees has been lowered from \$15.00 down to \$5.00.

Martha Eldridge reported they will be moving Rick Cousins, Zoning Enforcement Officer over to the Freight House within the next couple of weeks. The Cemetery Trustees, and Trustees of the Trust Fund will be moving over to the Main Street Building after some minor construction takes place with putting up a couple of walls.

Matt Sawyer, Jr. reported with the restructuring of the Water and Sewer department it should become self-sustaining, if not more profitable than ever. The Granite State Municipal Water provided the report for free.

Sutherland commented it's not good to lose an employee but...Eldridge agreed it's not good news to lose Bo but with the revamping it should be financially efficient.

2020 YTD Budget Report: Sawyer reported no big changes since last week. The Computer Expenses that should have been put towards the 2019 Warrant Article, apparently the funds were not incumbered and have been getting charged against the line item, until recent discovered. Some revenue that was logged under miscellaneous that is state aide that has been recharacterized, so it becomes usable instead of being classified as unexpected.

2020 Revenue Report: Sawyer reported the state aide that's being recharacterized will help this year. Sutherland questioned the phone expenses going up because of the new system will be across the board to all departments. Sawyer noted the Finance Administrator will prorate it by department depending on usage.

Goss recalled around 2017 an article was passed to update all the computers for the Town Hall, Freight House, and the Police Department. Goss met with the Police Dept., who will be requesting new computers on this year's budget. Sawyer explained that a lot of the departments received computers with stickers from Norway

Bank, that were donated because they were obsolete at that time. Goss wants to know why all new computers were not bought when the money was raised in 2017. M Eldridge comment they will look to see who got new computers and report back at the next meeting. Sawyer reported the computers systems is so outdated that email system was hacked today. The computer's line item has increased but because of the Affordable Cares Act a lot of funding will be returning to help offset the computer expenses. Sawyer noted the computer technology is so far behind the times, that there are tech's working at night to fix the emails and security. Discussion ensued over which systems need replacing, and the Police department use of Windows 7 verses Window 10.

2020-2021 Budget Schedule

2021 Town Budget Proposal by Department: Chairman Goss stated all budgets will be taken under advisement at this time.

- Selectmen's Office: Sawyer noted there is a 2% increase for salaries. The PT Zoning Enforcement Officer is decreased by \$25,000 because the position has been eliminated. Health insurance is decreased by \$27,620.00 because of the lose of an employee. Assessor is increased by \$5,000.00 due in part to people moving to the area due to COVID and may prompt a re-evaluation sooner. There has been an increase in abatements and due to the proposed Angelini pit, everyone on Duncan Lake Road is threatening to file for an abatement. Computer Maintenance is increased by \$10,000.00 as previously explained and the Cares Act will help to offset the expense with an overall budget reduction of 4.44%. The Committee had further questions at this time.

- Conservation Commission: Marie McConarty presented the budget noting an increase of \$2,500.00 for the Lake Host Program. The Lake Host Program is not a 501C 3 non-profit organization, and thus does not meet the criteria for filing as an outside agency. The Lake Host Program is a program under the NH Lakes organization. NH Lakes is a 501C 3 non-profit, but for Lake Host to file would be too convoluted and NH Lakes does not want to go through the process because it would interfere with other funding. So, the Conservation Commission is asking to have it added to budget as a line item.

Gridley questioned if School's Out is not a 501C 3 and been receiving funding for years and questioned when did this stop. Sawyer noted when he spoke with Ned Kucera, Lake Host Coordinator, he explained most of the questions did not pertain to him and was unsure how to proceed with requesting funding. Sawyer made the suggestion to add it to the budget line item. Revised budgets were distributed. McConarty gave an update on the success of the program. Review of the budget report noted a couple of errors but McConarty commented the bottom line requested is \$12,164.00 pending the 2% increase for the secretary's salary and wages. Goss suggested to table this budget until updated figures are presented but after discussion the committee decided to move forward with the budget presented, which does not include the 2% salary increase. Gridley questioned why the funds were not coming out of the money market account. McConarty noted as stated last year the funds would not come out of the money market account. With all the town forest being cut and the profits went to the general fund per the request of the Selectmen, the committee won't have any funds coming in for several years and the remaining funds are slated for the revitalization of the landscape at the Windows on the Ossipee.

- Police Department: Chief Joe Duchesne and Tony Castaldo were present to discuss the budget. Chief Duchesne provided an updated budget. Computer Maintenance is increased by \$34,000.00 due to inadequate system. Tony Castaldo informed the committee under State Law the department could get in trouble with sharing an email domain with the Town. They are to be on an independent domain. RMON review their current 2004 system with Windows 7 software which is no longer supported. The cost comparison between repairing and updating 11 computers is more expensive verses buying all new computer units. The units would be tech supported by RMON and under warranty. The cost will decrease next year since the computer tower will not need to be replaced. Department Training is increased by \$8,000.00 since the Police Academy does

not pay for training and it has to come out of pocket. Chief Duchesne explained each officer is required to maintain 8-hours of training per year and will increase to 24-hours per officer, per year. The Academy has moved all classes to day-time hours, no over-night stays, and will no longer provide food. In order for an officer to obtain proper training the departments will have to fund the expense. Each Supervisor goes through FBI Supervisor training and the department has benefitted from this training. Due to society changes the demand for more training is inevitable and if the academy starts requiring biased and non-biased training in order to maintain certification this will affect the budget. Ammunition is purchase out of this budget. Vehicle Maintenance is decreased by \$3,000.00 due to having an in-house mechanic. Replacement of Equipment is decreased by \$3,100.00 since the equipment was purchased on last years budget. School Resource Officer has been zeroed out since the position has been eliminated at this time and supplemented with other officers.

Committee discussion included the computer systems, on-line training, warrant article verses keeping it in the budget, security on-site server, door locks are all coded, IT service and coverage, canine team, and a suggestion on having one line item for computers which would cover all computers for every department.

- Police - Special Duty is level funded. Revenues coming in is paying for itself.
- Dog Officer – Due to COVID, one dog was re-certified, and the second dog is narcotic certified but are waiting for a class to open to become fully certified.
- Planning Board: Nash explained Advertising id increased by \$1,500 due to additional and re-advertising cost dur to COVID cancellations. Office Supplies is increased by \$500.00 and Postage is increased by \$100.00.
- Zoning Board of Adjustment: Nash reported it's level funded.
- Trustees of Trust Funds: Most line items are decreased. No discussion.

A **Motion** by Gridley to take the Proposed 2021 Budget for Selectmen's Office, Conservation Commission, Planning Board, Zoning Board of Adjustment, Trustees of Trust Funds, Police Department, Police - Special Duty, and Dog Officer under advisement. Millette seconded. No discussion. A unanimous vote was taken. **Motion passed.**

Next Meeting: Scheduled for **November 4, 2020, and November 5, 2020** - 6:30 PM at the Town Hall and the following departments will present their proposed budgets:

- Outside Agencies

Any Other Business Which May Come Before This Meeting: None presented.

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 7:37 PM.

Minutes approved by majority vote of the Board on –

Date

Joe Goss, Chairman
Budget Committee

Donna Gridley, Vice-Chair
(In the absence of the Chairman)