

OSSIPEE BUDGET COMMITTEE
MEETING MINUTES
September 18, 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 6:33 PM.

Pledge of Allegiance – was recited

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

Absent: Shawn Marcotte

Goss noted this is Marcotte's third Budget Committee meeting he's missed. Goss requested the secretary send a letter to Center Ossipee Fire Precinct notifying them of Marcotte's absence and asking for either his participation or suggest another representative for Center Ossipee Fire Precinct.

Meeting Minutes: The Meeting Minutes from August 7, 2019 were reviewed by the committee.

A **Motion** by Smith to approve the minutes of August 7, 2019 Budget Committee meeting as presented. Gridley seconded. Discussion: Smith noted "Selectwomen should be Selectmen." Parker confirmed the term is "Selectmen" meaning is non-gender. With no further discussion. A unanimous vote was taken.

Selectmen's Budget Report

M. Eldridge reported there's nothing new to report. E. White reported the proposed budgets are due by September 30th, The Board of Selectmen will start reviewing them in a couple of weeks.

Goss noted the overall department percentages are looking good at approximately 30 % remaining to date. White reported the percentage will increase because there's money applied to the operating budget that needs to be journal entered off to the warrant articles. The Mill Hill bridge repair and the Highway Department is pending reimbursement from the Capital Reserve Funds. There will be some shifting of journal entries over the next couples of month. Goss remarked, White is doing very good job!

Millette inquired about expenses and negative budget for the Police Department – K9 line item. Gridley explained the Police Department obtained a new 2-year old Shepherd, two weeks ago. There is a specialized K-9 trainer arriving from Florida to specifically train the dog because NH does not have K-9 trainers. He was the most cost effective versus a trainer from Massachusetts, who's cost was over \$20,000. Gridley also reported the Police Departments vehicle maintenance will increase because their brake and oil changes will no longer be done by the officers. White confirmed.

Water & Sewer

Jonathan Smith inquired of any new updates or progress. M. Eldridge and E. White reported no new updates from the engineer and the full Board has not had a chance to discuss further options.

Review Warrant Articles

Sidewalks - White reported the site work ***is complete***, curbing and ADA ramps will be installed next week, and the paving will be installed the week of October 1, 2019.

Lights – Gridley inquired if a decision has been made on lighting for the new sidewalks. White reported, no decision has been made and is not required because the lights are placed off to the side of the sidewalks. The current light across from Freight House is decorative but the luminary cast is not sufficient. Joe Deighan from the Economic Development Counsel met with White today and will **be** seeking new pricing and options to present to the Board of Selectmen.

Gridley questioned the cost of **lighting** suggested by the Ash Fischbein at the August, Board of Selectmen's meeting. White explained the **lighting** suggested are approximately \$4,400 for **each, 16 total**. A brief discussion determined this would not be cost effective and would probably need an additional warrant article for the **lights**. White was contacted by Chris Miller of Rockingham Electric in North Conway and a resident of Ossipee, **he has given another option to look into**.

OCC Building – Millette asked if the Zoning Officer had spoken the Board of Selectmen on the Mini-splits heating and cooling systems that OCC Board is interested in pursuing. They have spoken with several vendors, but no quotes received.

Ford F- 550 – Smith inquired if this is the vehicle that arrived in the wrong color. White confirmed yes but are not going to have it repainted and have ordered the black body for it.

2019 Revenues Review

White reported the revenues are coming in. She did the revised MS-434 Revised Estimated Revenues for September and will use that for the tax rate and based on 9 months forecast the Town is on track. Cash flow is pretty good, the Town has not borrowed against the tax anticipation note (TAN).

The school budget payment schedule has changed to a flat 12 equal monthly payments.

The Town Clerk is collecting taxes but there remains quite a bit uncollected.

Town assessment is taking place and until it's finalized the tax rate cannot be set. Preliminary MS-values for the Town is approximately \$770,000,000.00.

Preliminary value appointments are being scheduled for 4-days at 15-minute increments starting Friday, September 20, 2019 with the Town Assessor. Residents not scheduled during these 4-days will need to make other arrangements with the assessor and abatements will have to take place after the tax rate is set.

Budget Review Schedule

Fire Precincts - White submitted a revised schedule due to conflicts with the Fire Precincts. Fire Precincts budgets are due no later than November 13, 2019 for preliminary review. Interviews will be scheduled after November 13th. The Town Clerk/Tax Collector will meet with the Budget Committee on October 10, 2019 due to a training schedule conflict.

Highway Departments Budget – White will be working with Billy and Tim Eldridge. White reported they have contracted with Municipal Resources Inc. They will do the advertising, background checks and preliminary screening of resume's **for Public Works Director position**. The job description and salary range will be presented to the Board of Selectmen on Monday for approval. Once approved Municipal Resources will begin the hiring process. They have a retired engineer who offers to come on board for an interim basis to assess the needs necessary for the position.

Government Buildings Budget – is under the realm of Steve McConarty.

Transfer Station Budget – contact person is Supervisor Brewster Vittum.

- **2020 Town Budget Proposal by Department** - Goss encouraged committee members to meet with their departments.

Gridley reported on her department meeting with the Police Chief the budget. She previously explained the K-9 expense.

Goss commented that he has the police department, not Gridley. Gridley ***stated*** she will share her notes.

Gridley wanted to discuss a previous conversation that the Zoning Officer's vehicle is due for a newer vehicle and the police departments pickup truck will most likely become the newer vehicle for the Zoning Officer. But now she's hearing this is not true unless the Board of Selectmen want to buy a new truck for the police department. The Police Department is planning on one warrant article for a new vehicle, not two. A second warrant article will be for dashboard camera's. White explained this is true. Chief Duchesne wants to request one vehicle this year and one vehicle next year and start running the vehicles out to their life expectancy. The Zoning Officer's vehicle had an issue with the transmission slipping. It's been serviced and it was found to be less severe than predicted. White noted ***tires are replaced each through state bid.***

Gridley reported, the Library is anticipating a warrant article for new carpeting this budget year. The Library has a quote from Library movers of \$12,000.00 and is estimating \$40,000.00 with carpeting. The quotes they have are outdated. Gridley recommended getting new quotes.

The Library has a Td Bank E-Trade account with approximately \$40,000.00 in the account, which no one seems to know how it got established. Each year the Library uses about \$20,000.00 from this account for new books. With 2-years remaining in funds, their budget will increase by about \$20,000.00 each year to purchase books. Gridley suggested increasing their budget a little each year to compensate for the books, but the committee members disagreed. Parker noted their budget has held steady at approximately \$250,000.00 for several years. Their mortgage was paid off last year and drawing down the account was always the plan.

Millette asked ***if*** they are going to request a line item for books in the future. Discussion ensued with concerns of closing the account without knowing the history of the account.

Goss re-read the departments disseminated as follows:

Jonathan Smith will review - Town Clerk and Board of Selectmen

Lynne Parker will review - Recreational Department

Louise Sutherland will review - Zoning Board of Adjustments

Roland Millette will review - Planning Board and Fire Warden Departments

Donna Gridley will review – Government Buildings and Library Departments

Rachel Ciarmella will review – Cemetery Trustees and Conservation Commission Departments

Shawn Marcotte will review – Highway and Transfer Station Departments

Goss suggested relocating these departments to others committee members until either Marcotte returns or Center Ossipee Fire Precinct appoints a replacement member. Goss will review the Transfer Station and Millette will review the Highway Department.

Joe Goss will review – Police Department, Police – Special Duty and Dog Officer Departments

Sutherland had spoken briefly with Steve McConarty at the ZBA meeting about his vehicle and repairs needed. Sutherland asked White if ***she's*** sure the vehicle will not need replacing this year. White confirmed it would not.

Other Business

Covered Bridge Restoration – Parker addressed the article in the paper. White reported the article was true but what it did not state was the Town can reapply for the funds. She reported because there had not been much progress made over the past couple of years, instead of letting the grant expire at the end of this September, *they're* going to get everything in order and reapply for next year's funding.

Any Other Business Which May Come Before This Meeting:

Reminder – Fire Precinct Budgets are due November 13th, 2019

White: suggested the committee provide some “words of wisdom” for Rachel when meeting with her department heads to discuss their budgets. Goss offered:

1. Ask what their plans are for the 2020 budget year
2. Any new equipment or large ticket items
3. Anything that will raise the budget (i.e., staffing, large cost item, ...)
4. Bring their budget report with you when you meet them
5. Tell them your going to take 25% off there budget to start with...
6. Meeting with them either in person or via telephone

Smith suggested setting up a long-term Capital Reserve Fund for a new Police Department Building.

Adjournment:

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

Next Meeting: **October 10, 2019 @ 6:30 pm**

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)