

## OSSIPEE BUDGET COMMITTEE

### MEETING MINUTES

April 3, 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.

Attendance by Roll Call: – Joe Goss, Jonathan Smith, Donna Gridley, Lynne Parker, Louise Sutherland, and Ellen White, Town Administrator

Absent: Martha Eldridge - Selectmen's Rep.

Meeting Minutes: The Meeting Minutes from 02/06/2019, 02/12/2019 and 02/13/2019 were reviewed by the committee.

A **Motion** by Smith to approve the minutes of 02/06/2019, 02/12/2019 and 02/13/2019 Budget Committee meeting as presented. Sutherland seconded. No discussion. All others voted in favor. No opposition. Marcotte and Ciarmella abstained.

Welcomed Newly Elected:

Roland Millette – needs to be sworn back in. The question was raised if could participate in the meeting. White state he can stay for the meeting but cannot make any motions or vote on any motions.

Shawn Marcotte - Ctr. Ossipee Fire Dept. Representative, who was sworn in 04/03/2019.

Rachel Ciarmella – Member at Large, was sworn in 04/18/2019.

White noted the committee consist of 5 - elected members, 3- Fire Precinct members and a Selectmen's Rep., which will be Martha Eldridge, which leaves 1- member vacancy open.

The committee asked how Selectmen Rep. Martha Eldridge was feeling and sincerely wished her a speeding recovery.

Election of Officers:

Chairperson:

A **Motion** by Smith to nominate Joe Goss as Chairperson. Gridley seconded. No discussion. All others voted in favor. Goss and Millette abstained.

Vice-Chairperson:

A **Motion** by Parker to nominate Jonathan Smith as Vice-Chairperson. Gridley seconded. No discussion. All others voted in favor. Smith and Millette abstained.

Review of Budget:

The committee reviewed the current budget noting the Ballot Clerks line item is over budget but White explained it was due to being short staffed during the election.

Joe Goss explained the Budget Committee's discussion process to the new members. He begins with the Selectmen's Rep. and then addresses each member around the table for their input. If a second round is needed, Goss noted there will be a second opportunity to each members for discussion. Goss returned to reviewing the budget.

Town Clerk – Overtime - Gridley questioned this line item being over budget. White explained she's not sure, if that is election related but she will look into it.

Medical Drug Testing - Parker questioned this line item being over budget. White explained she carries the same amount forward each budget year but unbeknownst to her, there were 3 additional highway personnel due for drug and alcohol testing this year, per the Selectmen's policy.

Insurance - A brief discussion on how this line item is expensed. When the town is operating and expending these line items even before the annual town meeting ensues to approve the next operating budget.

Highway – Contract Services - is over budget by \$15,505.00 - the committee questioned what had been expensed. White explained without a detailed report, she will have look into it and follow up with an email to the committee.

Health Agencies – Parker questioned when these funds are expended. White conveyed they are paid semi-annually. These are expensed in June and December.

Warrant Articles – Goss questioned which warrant article have been expensed. White reported the police cruiser and possibly the F550 truck have been ordered but the big trucks have not been ordered.

A brief discussion on how state bidding operates for municipalities for tires, oil, trucks, and cruiser. The state is also bidding on fuel and gas for municipalities.

Goss explained to the new members how the Committee disseminates the departments to follow up on their budgets through the year and any pick ticket items they maybe requesting, which will increase the overall tax rate for the following year.

The departments were 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

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

Goss suggested meeting with the Outside Agencies to discuss any warrant articles to be requested. Also, getting any internal warrant articles information as yearly as possible, in order review and get it out to the public.

Budget Committee requests for the 2020 Budget season, as follows:

1. Discussed getting detailed applications and plans for all warrant articles and petition warrant articles. So, the budget committee can effectively review and the public can see where there money maybe going towards, if voted in the affirmative at the Annual Town meeting.

2. With 3,100 residents in Ossipee, yet only 150 +/- present to vote on Election Day. But most of the 150 +/- people presenting to vote are lobbyist, whether they're employees, employee family members, or other residents coming in with an agenda to push items through on the town budget. The Town needs more impartial voters to affectively review the budget and ask questions.
3. A suggestion was made to move Election Day to a Saturday afternoon, similar to other towns.
4. Collect resident's emails address as a possible means of sending out Town notices to residents.
5. A group meeting with the Board of Selectmen prior to budget season.
6. Having a Budget Committee Member/Representative attend the Board of Selectmen meetings.
7. How and when to finalize the budget prior to the public hearing, when not all of the warrants articles have been submitted. Dates for holding public hearings and deadlines for mandated by the state make it difficult.
8. Requesting to receive the Selectmen's budget and department warrant articles as early as possible. But petition warrant articles are State RSA mandated for deadline submission.
9. Need revenue and petitions before the Budget Committee is able to reach the bottom line figures.
10. Meet with each department and outside agencies to review their budgets. How and where to make cuts.
11. Employee Contract is due for negotiations this year because the current contract expires March 2021.

E. White was excused at 7:20 PM.

Committee discussed how the general fund had a 6% increase this year, the cost of health insurance, outside agencies, and petition warrant articles inflated the budget the past year.

12. Receive the Outside Agencies packets one week ahead of time.
13. Better communication with the Board of Selectmen (BOS).
14. Meet with the BOS in June.
15. Advance notice if a Selectmen or Town Administrator is unable to attend any of the Budget Committee meetings.
16. Water & Sewer is under a water bond, meaning when there is usage ... there is revenue coming in to offset. A usage and rate plan is underway to determine an appropriate rate. Any excess fund will go into a Capital Reserve Fund to pay for a new system when the current system fails. Discussion ensued on how the water is treated, contains floaties and not drinkable.
17. How to improve communication with the public.
18. Posting a public notice in the Conway Daily Sun and/or Carroll County Independent for upcoming Budget Committee meetings and public hearings.

Goss informed the new members that budget season starts between Augusts and September. There will be a June meeting and Goss has sent all the members the link to the RSA's.

Smith informed Ciarmella and Marcotte that the NH Municipal Association holds a class for new Committee members on the new Budget Law's and the Town will pay for the class.

Goss recommended for everyone to familiarize themselves with the RSA laws.

Smith warned of **Email Communications under RSA 91-A:2** –using email to discuss any Budget Committee business or other forms of communication outside of a scheduled, publicly notice meeting; constitutes a meeting under RSA 91-A:2 and is strongly advised against per RSA 91-A:2, which reads as follows:

**“91-A: 2 Meetings Open to Public. –**

I. For the purpose of this chapter, a "meeting" means the convening of a quorum of the membership of a public body, as defined in RSA 91-A:1-a, VI, or the majority of the members of such *public body if the rules of that body define "quorum" as more than a majority of its members, whether in person, by means of telephone or electronic communication, or in any other manner such that all participating members are able to communicate with each other contemporaneously, subject to the provisions set forth in RSA 91-A:2, III, for the purpose of discussing or acting upon a matter or matters over which the public body has supervision, control, jurisdiction, or advisory power.*

A chance, social, or other encounter not convened for the purpose of discussing or acting upon such matters shall not constitute a meeting if no decisions are made regarding such matters

"Meeting" shall also not include:

- (a) Strategy or negotiations with respect to collective bargaining;
- (b) Consultation with legal counsel;
- (c) A caucus consisting of elected members of a public body of the same political party who were elected on a partisan basis at a state general election or elected on a partisan basis by a town or city which has adopted a partisan ballot system pursuant to RSA 669:12 or RSA 44:2; or
- (d) Circulation of draft documents which, when finalized, are intended only to formalize decisions previously made in a meeting; provided, that nothing in this subparagraph shall be construed to alter or affect the application of any other section of RSA 91-A to such documents or related communications. [Paragraph II effective until January 1, 2019; see also paragraph II set out below.]”

Any Other Business Which May Come Before This Meeting

None presented.

Upcoming Meetings:

- Wednesday, **June 5, 2019** - Budget Committee Public Hearing – 6:30 pm at Town Hall to start the 2020 Budget season.

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 7:55 p.m.

Next Meeting: **June 5, 2019 @ 6:30 pm**

Minutes approved by majority vote of the Board on – \_\_\_\_\_

Date

\_\_\_\_\_  
Joe Goss, Chairman  
Budget Committee