

OSSIPEE BUDGET COMMITTEE
MEETING MINUTES
December 4, 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, Jonathan Smith, Donna Gridley, Roland Millette, Rachel Ciarmella, Lynne Parker, and Louise Sutherland and Matt Sawyer, Jr, Town Administrator

Absent: Carter Clay, and Martha Eldridge (Selectmen's Rep.)

Meeting Minutes: The Meeting Minutes of November 6, 2019, November 7, 2019, and November 20, 2019 were reviewed by the committee.

Millette noted – November 6, 2019 on page 3 “sine” should be “since.”

A **Motion** by Smith to approve the minutes of November 6, 2019 Budget Committee meeting as amended. Millette seconded. No discussion. A unanimous vote was taken.

The Meeting Minutes of November 7, 2019 were reviewed by the committee.

A **Motion** by Gridley to approve the minutes of November 6, 2019 Budget Committee meeting as amended. Sutherland seconded. No discussion. A unanimous vote was taken.

The Meeting Minutes of November 20, 2019 were reviewed by the committee.

Goss noted Ronald Millette was in attendance

A **Motion** by Gridley to approve the minutes of November 20, 2019 Budget Committee meeting as amended. Millette seconded. No discussion. A unanimous vote was taken.

Selectmen's Budget Report to Date: Not discussed

Review 2019 Budget to Date: Not discussed

Review 2019 Revenue to Date: Smith commented there's no change.

Review 2019 Warrant Articles: Not discussed

2020 Budget Proposals

- **Recreation Department** – Pending Board of Selectmen action.
- **Conservation Commission** for Warrant Article of ***\$4,000.00***

Marie McConarty, Chairman stated that Ossipee CC has joined with Freedom lake Host Program to employ Lake Hosts at the boat ramps to educate boaters on invasive species and to perform courteous inspections if the boater grants permission. 2019 was the first year the Conservation Commission had a Lake Host at the boat ramp on Route 25 East. McConarty explained there had been a change to the Lake Host Coordinator in Freedom and Ned Kucera is the new Lake Host Coordinator. He was instrumental in obtaining for the first time a Host at all 3 boat ramps. But in the process of getting himself organized, it was discovered there was

less fund than presumed in the NH Lakes office to pay the Lake Hosts. The Ossipee CC scrambled to raise the funds and going forward had budgeted the funds in place of funding Green Mountain Conservation Group for water quality testing, since they now come in as an outside agency. The more ramps that are manned, the more funding the program would be received from the State. Currently, there is a host at Route 25 East, Lord's Landing, and the Marina but there looking to add on Westward Shores. McConarty explained there is a problem with snails coming out of Maine because they travel from one body of water to another. Funding was calculated to be \$4,000.00 from each Town. Effingham opted to not participate.

Discussion ensued over whether the Selectmen have seen and/or rendered a decision on the \$4,000.00 as a warrant article. McConarty clarified that Green Mountain Conservation Group continues to do the water quality testing, Ossipee and Freedom have the Lake Host program checking for milfoil and other invasive species but Ossipee CC continues to work with Green Mountain Conservation Group. Gridley commented if the funds are for salaries, how many Lake Host are involved, for how many hours and how many days. McConarty didn't have that information radially available but would find out and get it to the Committee. Discussion ensued.

A **Motion** by Gridley to table the discussion until the Board of Selectmen have reviewed and rendered a decision. Millette seconded. No further discussion. A unanimous vote was taken. **Motion passed.**

- **Tri-Cap County Transit** – Request for funding in the amount of \$3,000.00. Represented by Brenda Gagne, Director.

Brenda Gagne explained why the bus routes have changed to door to door service. They cover Ossipee, North Conway, Tamworth, Wolfeboro, Moultonborough, Tuftonboro, and everything in between. The changed in service to door to door instead of the bus routes is in part due to cost and no one was riding the service except a select few. The door to door service is more cost effective and is utilized more. They are currently working with the Adult Learning Center transporting students from home to the learning center and back home. They are transporting seniors from home to Huggins Hospital for the adult day center and then back home. They are working with providers for transporting people in the various communities for appointments. They did not receive funding last year because Gagne had a bad accident on her way to the meeting to present the budget.

Total number of Ossipee clients serve is 103 unduplicated clients for 1,816 trips with 125 Ossipee client projected for the 2020 proposed year. Part of the increase is due in part to taking Medicaid patients to appointments and working with the Medicaid Broker to utilize this service more verses sending someone from Nashua up to transport to Tamworth.

The Door to Door busses is separate from the Volunteer program. The Volunteer program is funded by several separate funds. This service serves mostly for Veteran's and Medicaid recipients, who require rides to longer destinations (i.e. Rochester, Manchester, Concord areas, Dartmouth, Portland etc...)

Gagne explained the Door to Door bus service is for any type of appointment (Doctors, groceries, hair, senior meal sites, etc...), this is open to the general public. The fare amount charged to clients for Door to Door service is \$3.00 each way in town or \$5.00 each way for out of town. For seniors 60 and older on the Door to Door service it is a suggested donation. There is a toll-free number to call to schedule a ride service but recommends a 24 – 48-hour notice. Discussion ensued on how the scheduling of rides occurs.

Gagne explained the projected revenues and donations. Salary details is increased due to additional staffing. They hired a Maintenance Manager, mechanic, 1-fulltime employee with a CDL license and a part-time employee. Gagne explained how the budget breakdown is formatted based on State requirements.

Gagne explained the passenger transfer process to the Committee.

A **Motion** by Smith to take Tri-Cap County Transit – Request for funding in the amount of \$3,000.00 under advisement. Parker seconded. No further discussion. A unanimous vote was taken. **Motion passed.**

- **Green Mountain Conservation Group:** Request for level funding in the amount of \$2,000.00 for Water Quality Testing & Education. Represented by Larry Wogman, Director.

Wogman explained they are requesting level funding over last year for Water Quality Testing & Education session within the school systems. They oversee the seven towns within the watershed area.

The education program consists of 100 Ossipee students with a total of 500 students from all towns served. Concerns were raised if Duncan Lake was within their purview of monitoring the water quality. Wogman was not sure if Duncan Lake was within the Ossipee Watershed Area, which would qualify it to be monitored.

The GMCG has been providing water quality testing for 15 years. Prior to GMCG, it was not being tested nor was it mandated by other agencies.

A **Motion** by Millette to take Green Mountain Conservation Group: Request for level funding in the amount of \$2,000.00 for Water Quality Testing & Education under advisement. Sutherland seconded. No further discussion. A unanimous vote was taken. **Motion passed.**

- **Economic Development Council** –The 2020 proposed budget is \$5,000.00 for New Studies & Programs: Represented by Ash Fischbein.

Fischbein gave an update on all the projects accomplished this year and the businesses moving back into the village district. The new playground was installed. Next year's focus will be towards West Ossipee. South Ossipee is status quo. Sidewalks were built but would like to see an expansion on them.

This year they are asking for level funding based on last years budget. Last years they asked for an increase to do a study for a grant to work on the downtown and trails program. The study is continuing in collaboration with the UNH Coop Extension who will evaluate the data to determine the types of grants the town could apply fore. EDC would like to participate in an education program called Small Business Retention, which cost approximately \$2,500.00 and the remaining \$2,500.00 is towards operating cost. EDC will have another Envision Night in 2020 with details to be worked out.

Committee discussion: Parker is looking forward to the trails coming in and businesses moving into Indian Mound Shopping Center. Gridley questioned the UNH Cooperative Extension study because there are no minutes on the website to state it has taken place or the status of the study. Gridley spoke of a letter for the Economic Revitalization Zones (**ERZ**), a tax credit program for which eligible businesses may apply for, if they meet the following criteria. Gridley noted she had spoken with Fischbein about the fact that the Town is apart of the Mount Washington Valley Economic Development Counsel and they have funds available for the study of microlending and should be apart of the package the Ossipee EDC is putting together. Fischbein noted this past meeting they had Bridget Beckwith from Bureau of Economic Analysis (B.E.A.). Fischbein commented she helps towns promote ERZ. She provided a template for the letter but advised against putting that information in the letter. The meeting entailed how to best utilize RSA 72:81, which the Town adopted, and updating the ERZ zone map. Fischbein spoke at length about bringing business in to build up the infrastructure of Ossipee.

Smith inquired about streetlight funding. Fischbein commented they will be submitting a warrant article by the end of the year about implementing over the next 2-years. There are 16 lights needed in the amount of \$3,000.00-4,000.00 each that will produce the correct amount of down cast lighting for the sidewalks.

Fischbein inquired about the deadline for submitting warrant articles. Goss noted they are to be submitted as soon as possible to allow time for the Selectmen and the Budget Committee time to review and should be submitted by the end of the year. Goss reminded Fischbein not to submit it last minute because it will not be received well.

Smith informed Fischbein, as part of the EDC, he should be aware of the water rates are set under rated. There is zero money in Capital Reserve, if there should be any major repairs required for the system. The

Town would need to take out a bond and 350 rate payers would have to pay for the bond. As part of EDC, Smith felt that Fischbein should be aware of the situation.

Goss commented it nice to do all these improvements, but he can't keep relying on the taxpayer the improvement of businesses and needs to start looking for alternative ways to fund the lighting and any other projects EDC wants to do. Fischbein noted they have partnered with New Hampshire Community Development Finance Authority (CDFA) for grants and have applied to several but have not received too many. Discussion ensued.

A **Motion** by Smith to take Economic Development Council –The 2020 proposed budget is \$5,000.00 for New Studies & Programs under advisement. Millette seconded. No further discussion. A unanimous vote was taken. **Motion passed.**

- **School's Out!! Program** – The 2020 proposed level funded budget of \$45,000.00. Represented by Jennifer Berkowitz.

Berkowitz had presented her budget prior to tonight's meeting and now returns to answer any lingering questions from the Committee.

Sutherland suggest applying to become a 501(c)(3) organization. ***"A 501(c)(3) organization is a corporation, trust, unincorporated association, or other type of organization exempt from federal income tax under section 501(c)(3) of Title 26 of the United States Code. It is one of the 29 types of 501(c) nonprofit organizations in the US."***

Sutherland suggested decreasing the number of programs being offered to help decrease the amount of funding being asked. Sutherland had concerns about the potential increase of approximately \$30,000.00 for the 2021 budget year and strongly suggested moving forward with becoming a 501(c)(3) organization.

Berkowitz commented it's level funded over last year's budget. Prior to last year, they would ask for \$25,000.00. But last year the budget request increased because she lost \$20,000.00 in funding from NH Charitable Foundation because they are not a 501(c)(3) non-profit organization. So, for the 2019 budget season she requested \$45,000.00 total. Berkowitz stated she did follow up with business administrator and not gotten far with the process. Due to the In-Kind Funds from the School District, she did speak with an attorney, who did not provide a lot of guidance. Because of the In-Kind Funds from the School District of \$165,000.00, it makes it difficult to raise funds from larger organizations to make up the difference provided by the In-Kind Funds from the School District. She has a volunteer Board, 1 – fulltime employee and her Board feels they need to have everything organized before they were to switch over to a 501(c)(3) organization.

Berkowitz noted in order to maintain the standards for the Federal Funding in the amount of \$89,000.00, in order to make any changes in must go through the Governors Counsel for approval. Berkowitz commented they have been looking into becoming a 501(c)(3) status but has not been given the reassurance that the organization can continue to run as is under the 501(c)(3) and still maintain her funding she already has established. She did look for state grants as instructed from the last meeting but with success in finding them. But has asked for more direction in locating the website.

The Federal Government may come in 2020 and instruct them to offer free programs. They also require specific programs be offered and three-monthly reports be submitted. Berkowitz stated it is on the Boards list to do but could not a timeframe of when it would take place.

Parker expressed concerns with the increases. Last year came in at \$20,000, asked for \$45,000 and this year is level funded. But cannot justify the funding. Parker participates in the program and believes it's a good program but cannot justify it to the taxpayers. She disagreed with Berkowitz on the number of programs being offered. Discussion ensued over the increases. Berkowitz does not wish to increase funding to the Town but if the 501(c)(3) is not a match, reduce programs, and offered less, they won't qualify fore the Federal Grants.

But if they maintain and not do the 501(c)(3), then they do not qualify for additional grants. She feels it's a catch-22, their in at this point.

Gridley discussed the funding and not knowing the amount of accounting requirements for a 501(c)(3). Berkowitz sincerely asked what a comfortable amount would be to contribute to this program.

Goss warned her about stepping into an area is going to start upsetting a lot of people. "Don't start putting this Board into a position where your putting our feet in a fire. Because your barking up the wrong tree if your barking with me. Goss noted their getting Federal and State money and now you're coming after the Town. So, you better watch out and watch your funding and start getting your funding if you're going to continue with this program. Because I can tell you one thing that budget goes up much more, this guy is voting 100% against it and will close it or try to close it. And that's that!"

Smith commented the program is great and she should look into the 501(c)(3). Smith noted for him personally, the Town should do away with the free dump days, that cost this Town \$45,000.00 a year and give it to the School's Out program! Discussion ensued.

Berkowitz stated, "I will look into it and also has concerns for the future of the program and to have a strong leader. If the Budget Committee of this town, which I fully respect everything and continue to present information as it comes in and what's happening with the program. If there was a more reasonable number, I would present it to the Board and when we're planning and that's the only reason why she asked that. I wasn't trying to be offensive or put peoples feet to the fire or anything along those lines. If \$20,000.00 is what you want, and I can go back to the Board or do something different and that sounds reasonable. That would be something to keep in the back of her head. I was not trying to offend anyone, at all!" Gridley and Smith stated they didn't think she was.

Millette commented he didn't know what the tradeoff would be going to a 501(c)(3). Berkowitz commented she believes it would increase her budget because of having to hire more staff verses having the volunteers she has now, it adds more layers, more to manage and becomes a much larger program.

Goss noted the State Education website was not where he told her to go it was the Executive Counsel because they are the one who know where these funds are located. He informed her she needed to call and talk to somebody who can help direct her. The website is not going to give her the information she needs.

- **Tri-County Cap - Homeless Outreach Intervention & Prevention** - The 2020 proposed level funded budget of \$2,194.00. Represented by Kristy Letendre, Division Leader.

Letendre explained that Tri-County Cap - Homeless Outreach Intervention & Prevention funding formula being applied to all municipal and town is \$.50 per area residents. These local dollars are matched by there federal grant awards. Tri-County Cap - Homeless Outreach Intervention & Prevention assist individuals who are experiencing homelessness or imminent threat of homelessness. This includes individuals who are living in a place not meant for human habitation, emergency shelter, transitional housing or are exiting an institution where they temporarily resided; individuals who are losing their primary night time residence, families with children who are in unstable housing, individuals fleeing or attempting to flee domestic violence; individuals facing immediate homelessness or eviction; or individuals with lack of support or resources to obtain permanent housing.

Letendre noted they have number of rental assistance programs, a 0% loan assistance for security deposits. They served 14 individual Ossipee residents in 2019 and projected numbers for 2020 is 25 individuals. Coos and Grafton Counties help support the program, but Carroll County does not support the program. They provide more supportive housing to empower an individual to recover from addiction and the program is 9 months long, but housing comes first.

The Division of Prevention Services oversees housing programs, homeless program, 2- emergency shelters consisting of the Tyler Blaine House and Birch House in Northern Grafton County for women and children

fleeing domestic violence. Oversees Support Advocates for Domestic Violence in Northern Grafton County and guardianship services statewide.

On December 21, 2019, they are hosting a memorial candlelight for anyone who has lost someone to homelessness or was homeless. They are collecting names to be recognized and will be camping out overnight with the kids in support of the homeless. The whole State participates and recognizes those lost at the memorial candlelight.

Parker had Letendre explain the breakdown of funding between the counties and towns and inquired about Hope House Women's Shelter in Wolfeboro. Letendre noted they go through the new facility Families in Transitions. Letendre explained she has a network of housing beds throughout the counties. They are looking into transitional housing for longer housing options but are in the mist of writing the grants for the program. They are one division of the whole Tri-County umbrella of services.

Smith inquired about the qualifications for rental assistance. Through housing first there is an application process and budgeting assistance is given to ensure they can sustain. Then they provide follow up services.

A **Motion** by Gridley to take Tri-County Cap - Homeless Outreach Intervention & Prevention - The 2020 proposed budget of \$2,194.00 under advisement. Millette seconded. No further discussion. A unanimous vote was taken. **Motion passed.**

- **OCC Daycare** – The 2020 proposed level funded budget of \$20,000.00. Represented by Donna Sargent.

Sargent was present to explain the large increase and the bad debt accounts. Sargent noted the budget been at \$7,000.00 for several years and the increase should have taken place 2-3 years ago.

Parker noted from page 1 of the application where it's noted, "Over the past 3 years we have accumulated over \$40,000 dollars in unpaid childcare debt." Sargent explained the services they provide.

Sargent noted they now offer parental support on Tuesday nights for anyone who has lost a loved one to opioid abuse.

Gridley asked what the policy is going forward. Sargent explained that they are not going to be able to recoup that bad debt but when a parent starts getting behind their process is to:

1. Talk with the parent/s on how they're going to pay for the childcare going forward.
2. Evaluate the child and childcare situation to ensure the child is safe, fed and not being put in harm's way.
3. Restarted listing total balances on the weekly receipt.

Millette noted he is an OCC Board Member, but prior he was unaware of the services OCC provides. It's hard to put a number on childcare and is amazed at the amount of outreach OCC gives.

Sutherland inquired if Freedom and Effingham Towns contribute. Sargent explained the parent is charges for childcare services, but the Towns are not charged.

Smith inquire on having a definitive policy on payments and collections, people are going to continue taking advantage of your good nature and that's why they should have this policy. Discussion ensued.

Goss commented "OCC provides a good service to this town, and truthfully if it was my choice, I would take \$45,000.00 from another service and give it to you because it would be money well spent. I think you would do more with that \$45,000.00 than she does."

General Discussion:

Discussion ensued on the departments and outside agencies they want to return for further discussion. The department include:

- Dam Authority
- Recreation Dept.
- Transfer Station – (3) Budgets
- Ambulance Service
- Budget Review
- Budget Numbers
- All Selectmen Warrant Articles: Transfer Station Baler W/A; Conservation Commission Warrant Article, etc...
- Revenue Projection
- Estimated Overlay on Abatements

Upcoming Meetings:

December 18, 2019 at 6:30 PM

January 9, 2020 at 6:30 PM

Fri., 02/07/2020 – Last day to post & publish date of Public Hearing

Tues., 02/11/2020 – Last day to submit petition warrant articles

Fri., 02/14/2020 – Last day to hold Public Hearing on Annual Budget

Wed., 02/19/2020 – Annual Budget to Board of Selectmen deadline (2 copies)

Tues., 03/10/2020 - Town Elections (Voting Day) **Polls open: 10:00am - 7:00pm**

Wed., 03/11/2020 – Ossipee Annual Town Meeting at the Bud Avery Memorial Gymnasium **6:30 PM**

Any Other Business Which May Come Before This Meeting:

Last day for petition warrant articles has to come in before the public hearing. Per the RSA it must be 5 - Tuesday's before the Town meeting. Town Meeting is March 11, 2020, so February 11, 2020 is the last day to submit petition warrant articles and the February 14, 2020 is the last day to hold Public Hearing on Annual Budget.

Adjournment:

A **Motion** by Sutherland to adjourn the meeting. Gridley seconded. No further discussion. A unanimous vote was taken. **Motion passed.** The meeting adjourned at 9:35 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)