

OSSIPEE BUDGET COMMITTEE
MEETING MINUTES
January 9, 2020

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, Martha Eldridge (Selectmen's Rep.) and Matt Sawyer, Jr, Town Administrator

Absent: Carter Clay

Attendees: Sandra "Sam" Martin (Selectmen), Brewster Vittum and Bonnie-Transfer Station, Marie McConarty, Chairman – Conservation Commission, Ned Kucera – NH Lakes, Lake Host Program.

Meeting Minutes: The Meeting Minutes of December 18, 2019 were reviewed by the committee.

A **Motion** by Parker to approve the minutes of December 18, 2019 Budget Committee meeting. Sutherland seconded. No discussion. All voted in favor to approve the minutes as submitted.

Selectmen's Report to Date: Eldridge corrected herself from the previous meeting stating the Estimated Overlay was set at \$75,000.00, not \$50,000.00 as previously stated. The Board of Selectmen have signed the ambulance contract. There will not be a Warrant Article this year for the Benefit's Pay. The Board of Selectmen feel there is plenty in there for this year. Eldridge thanked Matt Sawyer, Jr. for all he's done over the past two weeks. No questions from the committee.

Review 2019 YTD Budget to Date: – Eldridge reported the 2019 Budget – Expensed YTD is \$5,399,485.00 with 4.6% remaining as of December 31, 2019. No questions from the committee.

Review 2019 YTD Revenue to Date: Sawyer noted the revenues report did not have a year-to-date (YTD) column but he conveyed the projection are spot on and stayed flat. The amounts voted from fund balance was taken from the warrant articles page and the projected revenues are down because of spending less of the surplus, which can be adjusted if the Boards approve. He had been waiting on the \$200,000.00 from the NH rooms and meals tax and with the receipt of the funds it brought projected revenues in at 98% - 99%. No questions from the committee.

Review 2019 YTD Warrant Articles: Eldridge reported a check in the amount of \$175,000.00 for the ***Highway Truck*** will be cut in the morning. The Town will encumber \$56,000.00 from the OCC project. Millette noted the Town will encumber \$40,400.00 and asking the Town for \$66,100.00 for OCC Building.

Gridley asked if there any other funds to be encumbered. Sawyer commented that \$27,000.00 from Technology upgrades has been encumbered and are asking for \$9,000.00 to complete the upgrades. A P.O. (purchase order) has been issued for the \$27,000.00 but has not been expensed. Millette if the money is not spent or a P.O. issued by the first of the year, you lose the funds. Eldridge confirmed. Sawyer provided a copy of the 2019 Warrant Articles expense report.

2020 Budget Proposals:

NH Lakes – Lake Host Program by the Conservation Commission = \$4,000.00: Ned Kucera of Freedom Tri-Town Committee for the Lake Host Program. Kucera gave an update on the Lake Host program going into 2020 season. In 2019, Ossipee paid \$3,750.00 into the program. They received a Payroll Grant Funds Award for Hourly Pay in the amount of \$2,500.00, NH Lakes Funds contributions for Ossipee was \$2,716.00 and Freedom was \$4,220.00, Funds rolled over from 2018 was \$2,190.76 for a total amount of \$11,626.76. Total amount expensed for Lake Host hourly pay was \$ 7,194.00, thus leaving a balance of \$3,428.66 which NH Lakes will hold towards the 2020 Lake Host Program. Ossipee paid \$3,750.00 into the program. Kucera submitted maps showing areas of infestations of variable milfoil, and Eurasian milfoil, with some being found at the Westward Shores area. Other species moving into the lakes are fanwort, water chestnut, and Chinese mystery snails have been found in Sebago Lake. They had 3 – Lake Host this past summer stationed at the Pine River, Ossipee Marina and Lord Landing for a total of 51 hours worked. For 2020, their looking for \$3,500.00 each from Ossipee and Freedom, and anyone interested in becoming a Lake Host can contact Jim McElroy or Ned Kucera at 603-539-5492 or via email jbmcelroysr@earthlink.net or superned@hotmail.net.

Discussion ensued by the Budget Committee of previously denying the warrant article by both the Board of Selectmen and the Budget Committee due to the fact the Conservation Commission has approximately \$60,000.00 in a money market account they could expense this from. McConarty did not disagree and had no problems expending it from the money market account but wanting the Selectmen and the Budget Committee aware that once the funds are depleted from the money market account this will go to the voters as a warrant article or as an outside agency.

A **Motion** by Gridley that the payment for Lake Host be funded through the Conservation Commissions Money Market account.

Discussion: Goss questioned if this was going through the operating budget or as a separate warrant article. McConarty stated there is already a warrant article submitted for \$4,000.00 for the Lake Host but it was not recommended by the Selectmen and the Budget Committee but questioned if it will still go the floor for voters at the Town Meeting. Eldridge stated there was no petition warrant article submitted.

Point of Order by Smith the Conservation Commission can expend the funds from the money market account through a vote from their board and does not need to be on a warrant article or operating budget line item.

Questions were raised and discussion ensued if this was submitted as a warrant article, or a petition warrant article and whether or not it would still go on the ballot as not recommended by the Board of Selectmen or the Budget Committee. The Budget Committee denied receiving and Eldridge denied seeing it but McConarty confirmed through the secretary it had been submitted. Goss informed McConarty that submission for petition warrant articles are due by 5:00 PM on February 4, 2020.

Smith questioned Gridley's motion. Since no one seconded the motion, the motion is dead.

- **Report from DRA:** Goss gave a report from Concord per his conversation with the DRA and Revenue Administration. Both referred him to RSA 32:16 and 32:17 which requires the Selectmen office to provide the Budget Committee upon request per RSA 32:16 – II ***“...shall be the duty of all such officers and other persons to furnish such pertinent information to the budget committee.”***

The second item conveyed by Concord is since, Eldridge is the Selectmen's Rep. to the Budget Committee. When Eldridge is present; they cannot have Martin speaking as a Selectmen because it is then considered an unannounced Selectmen's meeting because it was not publicly noticed. Martin informed Goss that it has been posted that there would be more than one Selectmen at these meetings, so it was legally noticed.

Eldridge commented the issue was if there was a time limit of when the Budget Committee needed the material. Goss responded per the RSA it says, “within a reasonable manner.” Discussion ensued over what is considered a reasonable manner.

- **Recreation Dept.** – Sawyer stated the Selectmen voted to cut the requested \$25,000.00 back to level funding at \$5,000.00 for Maintenance and Equipment, and a Warrant Article in the amount of \$9,500.00 for Resurfacing Tennis Court (**Recommended by the Board of Selectmen.**) Recreation Department budget is \$163,100.00. No clear proposal was submitted for this year, so additional warrant articles will be sought. Discussion ensued over coming up with a master plan for Constitution Park and providing guidance to help accomplish the list of ideas, cost and setting up a fund.

- **Projected 2020 Revenues:** Projected revenues are down \$137,223.00 from 2019. Sawyer commented it's solely from the amount taken from surplus last year verses this year. The tax rate was set with \$2,899,956.00 of revenues not including fund balances.

Smith commented he believes three of the Warrant Articles totaling \$96,500.00 should be paid with the Fund Balance and not through taxes. Fund Balance to date is \$1,344,340.00 as of December 31, 2019.

- **Selectmen Warrant Articles:**

The Warrant Articles submitted currently are:

Article # 1 Road and Improvements of roads = 300,000.00 – No questions from the Budget Committee, will take it under advisement.

Article # 2 Add to Highway Equipment Fund = 20,000.00 – No questions from the Budget Committee, will take it under advisement.

Article # 3 Building Improvements = 20,000.00 – Parker believes this figure is low considering the number of aging buildings the Town maintains. It was noted last year it was budgeted for \$15,000.00 and are asking \$20,000.00 for this year. Brewster Vittum commented the work needed at the Transfer Station is not factor into this figure, nor is the Water & Sewer Department. Brewster noted they have water that seeps in from the front door and the driveway/parking area needs paving. Discussion ensued over how much was allocated in 2019 and what projects fall under the realm of building improvements verses maintenance. Sawyer and Eldridge are to research.

Article # 4 Add to Bridge Repair/Replacement Fund = 20,000.00 - No questions from the Budget Committee, will take it under advisement.

Article # 5 Add to Solid Waste Improvements Fund = 20,000.00 – Discussion over which projects fall under the realm of Solid Waste Improvements Fund. Parker and Eldridge noted there are two accounts. One account is Solid Waste Capital Reserve and the second account is Solid Waste Improvements. Sawyer noted one is for equipment and the other is for improvements, but question remain what constitutes what? Sawyer noted this the improvement requesting is the Baler. Brewster commented per TJ, the paving would come out of his paving budget. Eldridge will clarify with TJ.

Article # 6 Ossipee Water System Bond = 58,580.00 No questions from the Budget Committee, will take it under advisement.

Article # 7 Purchase Police Cruiser & Equipment = 47,000.00 - No questions from the Budget Committee, will take it under advisement.

Article # 8 Town Records Restoration - Town-Funded = 23,970.00 - No questions from the Budget Committee, will take it under advisement.

Article # 9 Add to Revaluation Capital Reserve = 15,000.00 - No questions from the Budget Committee, will take it under advisement.

Article # 10 Add to Invasive Species Control (Milfoil) Fund = 20,000.00 - No questions from the Budget Committee, will take it under advisement.

Article # 11 Playground Equipment at Constitution Park = 25,000.00 – Martin commented the request is to increase the playground equipment. Gridley requested a visual aide drawing for the Town Meeting. Discussion ensued thoughts of building a Community Center with and attached outside pavilion in the future.

Article # 12 OCC Building Improvements = 66,100.00 – Second half of the building fund and rolling over (encumbering) \$44,420.00 for a total of \$106,520.00. But are requesting \$66,100.00. No further questions from the Budget Committee, will take it under advisement.

Article # 13 Transfer Station – Baler = 78,500.00 – With \$59,000.00 being expended from the Solid Waste Improvement Fund and \$19,500.00 from taxation. Smith commented he believes the next 3 - Warrant Articles (13, 14, & 15) totaling \$96,500.00 should be paid with the Fund Balance being they are a long-term equipment that will be with the Town for several years and not through taxes. Goss clarified that \$59,000.00 would be expended from the Solid Waste Improvement Fund and \$19,500.00 from the Fund Balance. The Selectmen will reconsider the revising at their meeting Monday, January 13, 2020.

Article # 14 Highway Department - Purchase New Loader = 150,000.00 - Goss clarified that \$100,000.00 would be expended from the Highway Equipment Capital Reserve Fund and \$50,000.00 from taxation. Sawyer noted that TJ has negotiated the price down to \$140,000.00. Goss they will still need to show the total purchase price, less the trade-in and then how to pay the balance. Smith believes the \$50,000.00 should come from the Fund Balance verses taxation. The Selectmen will reconsider the revising at their meeting Monday, January 13, 2020.

Article # 15 Police Tactical Gear = 27,000.00 - Smith believes the \$27,000.00 should come from the Fund Balance verses taxation. The Selectmen will reconsider the revising at their meeting Monday, January 13, 2020.

Article # 16 Technology / Network Security Upgrades = 9,000.00 – To complete the technology improvements including replacing obsolete computers and upgrading security for the network. No further questions from the Budget Committee, will take it under advisement.

Article # 17 Discontinue Sidewalk Expendable Trust Fund = (40,000.00) Sawyer explained due to legalities the funds designated for the sidewalks cannot be used for lighting. So, this warrant article is to discontinue the sidewalk fund, allocate the (40,000.00)balance into the general fund, create the New Sidewalk Expendable Trust Fund including Lighting Expendable Trust and through Town Meeting vote the \$40,000.00 balance into this new fund.

Article # 18 New Sidewalk Expendable Trust Fund including lighting effects = 40,000.00 – TJ is researching lighting. Discussion ensued on the cost and the number of lights needed. No further questions from the Budget Committee, will take it under advisement.

Article # 19 Tennis Court Resurfacing including line painting = 9,500.00 - No further questions from the Budget Committee, will take it under advisement.

Article # 20 New Ambulance Contract April thru December = 282,249.00 - No further questions from the Budget Committee, will take it under advisement.

Article # 21 New Ambulance Contract Ratification = 0.00 - No further questions from the Budget Committee, will take it under advisement.

Article # 22 Library Carpet = 45,000.00 - No further questions from the Budget Committee, will take it under advisement.

Martin suggested talking with departments to get feel for what their spending and what their needs are during the year, instead of waiting until the budget season. Several committee member replied they are already doing this. Departments are disseminated by May and a lot of the departments were well represented this year.

Total on Warrant Articles: \$1,246,899.00

Estimated Overlay: + \$75,000.00

Reserve Fund Balance: - \$96,500.00

Town Building 2019: +\$10,000.00

Total: \$4,369,804.00

General Discussion:

- Martin asked if the budget reflects the custodial changes. Sawyer assumed so but will verify with the Financial Administrator.

- **Expiration of Terms:** Joe Goss and Roland Millette terms will expire March 31, 2020. Discussion ensued on who will run for another term and looking for new individuals to run for a term, because all the Board are struggling to get individuals to hold a position on the Board and Commissions. **Filing for Candidacy is open from January 22, 2020 to January 31, 2020 at 5:00 PM.**

Upcoming Meetings:

Wed., 01/15/2020 - Review Warrant Article Revisions on Wednesday, January 15, 2020 – 6:30 PM
Town Hall Annex - Freight House

Wed., 02/05/2020 – Review Petition Warrant Articles on Wednesday, February 5, 2020 – 6:30 PM
Town Hall Annex – Freight House

Thurs., 02/06/2020 – Public Hearing Warrant Articles on Thursday, February 6, 2020 – 6:30 PM in the
Bub Avery Memorial Gymnasium at Town Hall,

Fri., 02/07/2020 – In the event of inclement weather or recess, a second meeting is scheduled for Friday,
February 7, 2020 – 6:30 PM.

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

Thurs., 02/13/2020 – Public Hearing Warrant Articles on Thursday, February 6, 2020 – 6:30 PM in the
Bub Avery Memorial Gymnasium at Town Hall, **(If Needed)**

Fri., 02/14/2020 – In the event of inclement weather or recess, a second meeting is scheduled for Friday,
February 7, 2020 – 6:30 PM. **(If Needed)**

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:

Not was heard.

Adjournment:

A **Motion** by Smith to adjourn the meeting. Eldridge seconded. No further discussion. A unanimous vote was taken. **Motion passed.** The meeting adjourned at 8:40 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)