

**OSSIPEE BUDGET COMMITTEE  
MEETING MINUTES  
November 7, 2018**

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

**Call to Order:** Chairman, Joe Goss called the meeting to order at 6:30 PM.

**Attendance by Roll Call:** – Joe Goss-Chairman, Jonathan Smith, Donna Gridley, Lynne Parker, Marie McConarty, Louise Sutherland, Roland Millette, Ellen White, Town Administrator and Rick Morgan-Selectmen’s Rep.

**Meeting Minutes:** The Meeting Minutes from 10/30/2018 were reviewed. Parker requested an amendment to reflect the sentence on page 2, which read, *“Parker inquired about providing a recycling flyer handout during Hazardous Waste Day.”* Parker noted *“during Hazardous Waste Day”* should not be there. The committee agreed to remove.

A **Motion** by McConarty to approve the minutes of 10/30/2018 Budget Committee meeting as amended. Millette seconded. No discussion. A unanimous vote was taken. **Motion passed**

**New Business:**

**2019 Proposed Budget Reviews:**

**Conservation Commission:** The 2019 proposed budget is \$12,032.00

Chairman, Joe Deighan presented the proposed budget which is level funded and includes Wages and associated line items increase and are asking for the line item Water Quality testing be remove from the budget report since it has not been paid since 2013.

The Committee asked for an update on projects the Conservation Commission is working on. Deighan explained he is pending a walk through with Coyote Mountain Farm, Inc., who was awarded the clean-up bid for the Windows on the Ossipee - Scenic Vista. The parking lot at the Shutter Mill Historical Site is pending the final plans from White Mtn. Survey & Engineering. Brad Harriman has confirmed the Highway department will do the work.

A **Motion** by Smith to approve the 2019 proposed budget of \$12,032.00. L. Sutherland seconded. No discussion. A unanimous vote was taken. **Motion passed**

**Planning Board:** The 2019 proposed budget is \$36,378.00

Condict Billings presented the proposed budget which includes Wages and associated line items increase and a \$200.00 increase on postage. All other line items are level funded.

Discussion: Morgan commented the Board of Selectmen have no issue with the slight increase.

A **Motion** by McConarty to approve the 2019 proposed budget of \$36,378.00. L. Sutherland seconded. No further discussion. A unanimous vote was taken. **Motion passed**

**Zoning Board of Adjustment:** The 2019 proposed budget is \$17,553.00

Rick Morgan presented the proposed budget which includes Wages and associated line items increase and an \$800.00 increase on advertising and a \$450.00 increase on postage due to higher volume of cases this year. Morgan noted a majority of these expenses are reimbursed on revenue on each case.

Discussion: Salary increase in based on secretary hours being increased per Board. Morgan agreed.

A **Motion** by Millette to approve the 2019 proposed budget of \$17,553.00. Gridley seconded. No further discussion. A unanimous vote was taken. **Motion passed**

**Trustees of the Trust Funds:** The 2019 proposed budget is \$7,062.00

Conduct Billings presented the proposed 2019 budget for an increase of \$200.00 for Supplies to go towards computer updates. Morgan noted the Board of Selectmen had no issue with this minimal increase. No discussion.

A **Motion** by McConarty to approve the 2019 proposed budget of \$7,062.00. Smith seconded. No further discussion. A unanimous vote was taken. **Motion passed**

**Ossipee Police Department:** The 2019 proposed budget is \$1,240,278.00

Morgan asked the committee members for a little understanding. The increase for PT Wages, without going into details will be returned to the Town as a revenue of about \$60,000.00 by the State Attorney General's office. Morgan noted this is a sensitive issue for a closed session at the end of the meeting, but the Board of Selectmen are in agreement. Goss noted this will be discussed after the close of the meeting.

Chief Duchene proceeded to present the proposed 2019 budget, and discussion was held concurrently, as follows:

OT Time increased to \$5,000.00 to help offset the earn-timed plan the department now utilizing and will help with shift coverage difficulties.

PT Resources is increasing from \$21.00 per hour to \$25.00 per hour to keep in scope with surrounding towns pay rate.

Computer Maintenance increased to \$1,500.00 because of software price increase.

Postage is decreased.

Fitness is requesting to increase by \$1,000.00 for equipment because of required fitness requalification. Currently it's required every two years and Chief Duchene is moving to make it a yearly requalification.

Gasoline is decreased by \$3,000.00.

Training is increased \$500.00 for Senior Officers and Supervisors more leadership training.

PT Special Salary is increased to \$43,682.30 in order to hire a prosecutor, an attorney or sworn police officer to help during the prosecution process to help alleviate a police officer shortage.

Discussion on shift coverage ensued to include standard police shifts are – 7:00 to 15:00, 15:00 to 23:00 and 23:00 to 07:00, thus providing 24 hours a day coverage. Chief Duchene noted completing paperwork accounts for about half of their hours per week.

There will be a warrant article requesting one new cruiser and a brief discussion about the police building was heard. Chief Duchene estimates about 3-5 years before they completely outgrow the current building.

Discussion is tabled and approval of the proposed budget of \$1,240,278.00 is continued until the next Budget Committee meeting on 11/14/2018.

**Police Special Duty:** The 2019 proposed budget is \$25,000.00

Chief Joe Duchene presented the 2019 proposed budget of \$25,000.00, which is level funded for road details and the department gets reimbursed later.

A **Motion** by McConarty to approve the 2019 proposed budget of \$25,000.00. Parker seconded. No further discussion. A unanimous vote was taken. **Motion passed**

**Dog Officer:** The 2019 proposed budget is \$16,998.00

Morgan presented the 2019 proposed budget of \$16,998.00, which is level funded. She's requesting a \$600.00 stipend. But the Board of Selectmen voted against it only because the Board has not been able to meet with her to discuss. She has handled 185 dog calls thus far this year and several ongoing investigation. Discussion ensued about types of calls, increase of wages, how many other towns she services.

A **Motion** by Gridley to approve the Dog Officers 2019 proposed budget of \$16,998.00. Sutherland seconded. No further discussion. A unanimous vote was taken. **Motion passed**

### **Fire Precinct - West Ossipee:**

Chief Carl Huddleston and Greg Howard presented the proposed budget of \$358,300.00 which is a decrease of -\$15,303.00.00 from last year. Due in part to one final payment of \$23,000.00 to pay off the Jewel Hill building. There is an increase in payroll due to a 34% increase in call lines, thus needing more personnel, and training. By saving on insurance and vehicle maintenance, they are able to replace one truck for a new truck and will be here in January. Overall the budget is reduced by 2.9%.

**Discussion:** There will be one warrant article for the capital reserve fund to go towards fire and rescue equipment. The \$100,000.00 down payment for the new truck will come from the Capital Reserve Fund, which was approved last year. The remainder is financed for three years at approximately \$59,000.00 per year with a final payment in 2020. Government Buildings line item covers the heat, electricity and maintenance for both buildings.

Chief Huddleston explained that last year the State of NH signed into law the Presumptive Firefighters Cancer Bill. SENATE BILL **541-FN-A** - AN ACT establishing a fund to reimburse costs associated with firefighters who have cancer.

“This bill establishes a fund to reimburse costs associated with firefighters who have cancer. The fund shall consist of moneys from an annual assessment by the insurance department against each carrier and self-insurer issuing homeowners and business insurance policies.”

Chief Huddleston explained that every firefighter must have a base line exam to determine, whether or not they already have cancer. If they already have cancer, that firefighter now has to prove it was job related from being a firefighter as the cause before, they would be reimbursed. But all firefighter's need to have a base line exam, first. Each firefighter will have the NHFP Standard physical. Arrangements were made with Saco River Medical Group in Conway for a cost of \$350.00 per 17 firefighters for a total cost of \$5,950.00. Half of the funds will be off set from donations and the Matt Welch Fund.

**Discussion** ensued over the Presumptive Firefighters Cancer Bill and fulltime firefighters are mandated to have the physical. Greg Howard explained how the department is looking out for their firefighters and can also be used as a recruiting tool. Discussion switched over to how each firefighters' calls, and timesheets are monitored. Executive line item is the \$100.00 a month wages for the commissioners, secretary and treasurer.

A **Motion** by Sutherland to approve the 2019 proposed Operating Budget of \$362,800.00 for West Ossipee Fire Precinct. Millette seconded. No further discussion. A unanimous vote was taken. **Motion passed**

### **Fire Precinct - Ossipee Corner:**

Commissioner Spencer presented the proposed Operating Budget of \$488,040.00 for Ossipee Corner Fire Precinct. Commissioner Spencer noted increases for fuel oil and snow removal. The Capital Reserve Fund for Payroll is pending until the end of the year to determine expenditures. Any remaining funds will go into a Capital Reserve Fund.

**Discussion** ensued over a decrease of \$25,000.00 from the Fire Apparatus. Parker explained the department received \$25,000.00 from the Unassigned Fund - fund balance, which not tax payer money. The auditor requested it be listed in this manner. Morgan noted the line item format is fine, but the printing format is confusing. Parker noted this correlates with DRA.

A **Motion** by McConarty to approve the 2019 proposed Operating Budget of \$488,040.00 for Ossipee Corner Fire Precinct. Gridley seconded. No further discussion. A unanimous vote was taken. **Motion passed.**

**Fire Precinct - Center Ossipee:** The 2019 proposed budget is \$435,200.00

Bob Freeman presented the proposed budget of \$435,200.00 which is increased by \$21,000 from last year. The increase is due to ten new personnel and wages, taxes, and part-time personnel wage increase. Payroll is increase because they'll be over this year. Insurance is increased to \$37,000.00. Accounting is increased by \$200.00. Precinct Expenses increased by \$1,000.00 for the new cleaning person. Overall, the budget increase by approximately \$20,000.00 due to new employees and insurance.

Bob Freeman informed the committee of 3 Warrant Articles will be requested but the cost is offset by the sale of obsolete equipment.

**Discussion** ensued over the increase of personnel, whether it's due to increased calls. Freeman noted the department has had 450 calls so far this year with more personnel responding to the calls. Discussion continued over the number of personnel per fire department and the number of personnel responding to calls.

A **Motion** by Smith to approve the 2019 proposed Operating Budget of \$435,200.00 for Center Ossipee Fire Precinct. McConarty seconded. No discussion. A unanimous vote was taken. **Motion passed.**

Millette inquired if the other precincts are going to be participating in the Presumptive Firefighters Cancer Bill. Chief Huddleston said all the chiefs are in discussion now.

**Dam Authority:** The 2019 proposed budget is \$7,996.55

White explained it was level funded from last year because she did not have the invoice. The proposed total expenditures for the Ossipee Dam Authority is \$14,066.06. The Equalization Assessed Value for Ossipee's percentage of expenses is \$7,996.55. The expenses was rounded up to \$7,997.00.

A **Motion** by Parker to approve the proposed budget of \$7,997.00 for the Ossipee Dam Authority. Sutherland seconded. No discussion. A unanimous vote was taken. **Motion passed.**

**Selectmen Office:** The 2019 proposed budget is \$741,825.00

Morgan noted there were increases in Health Insurance of \$11,270.00, Assessor of \$3,000.00, Computer Maintenance of \$1,075.00 and Postage of \$400.00; along with minor other increased line items. There decreases of Short term Disability of \$5,900.00, Audit of \$2,000.00, Professional fees of \$3,020.00, and minor other decreases. The overall budget increase is 1.30%.

**Discussion:** the line item for gas is noted to be for the Zoning Enforcement Officer only. The Board of Selectmen are looking into having a separate budget for Technology. This would encompass all computers under one umbrella. Morgan commented by having it under each department separately it becomes difficult to track and by having it under one budget the cost would be under a contract and service agreement. White explained Medical Drug testing is for the Highway department personnel. They are required to undergo spontaneous drug testing. Two employees are selected randomly each month because they operate heavy equipment. The Town adopted in 2015, of paying for the Highway Departments medical cards which is a Town requirement to have done on a regular basis. The Assessor is a contractual agreement and his rate is increase based on the social security adjustment is on a yearly basis. White noted next year will be a re-evaluation year because there will be no cyclical review just abatements, pick-ups, etc...

A **Motion** by Parker to approve the 2019 proposed budget of \$741,825.00. Sutherland seconded. No further discussion. A unanimous vote was taken. **Motion passed.**

### **Any Other Business Which May Come Before This Meeting**

Highway Incinerator will be discussed next week. Outside Agencies, packets have been handed out. The committee will be seeing the non-level funded agencies of Starting Point, School's Out Program and Tri-County Caps – Tyler Blain Homeless Shelter. White is waiting on the applications for AGAPE's and Ossipee Concern Citizen's – Day Care. Parker noted the School's Out program lost \$22,000.00 in government funding.

**Upcoming Meetings:**

- Wednesday, **November 14, 2017** - Budget Committee Meeting - 6:30pm - 7:30pm at Freight House for 2018 Budget Review Schedule.
- Wednesday, **November 28, 2017** - Budget Committee Meeting - 6:30pm - 7:30pm at Freight House for 2018 Budget Review Schedule.

**Adjournment:**

A **Motion** by M. McConarty to adjourn the meeting. D. Gridley seconded. No further discussion. A unanimous vote was taken.

The meeting adjourned at 7:45 p.m.

Next Meeting: **November 14, 2018 @ 6:30 pm**

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

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