

**OSSIPEE BUDGET COMMITTEE
MEETING MINUTES
November 15, 2023**

Minutes have been recorded for the convenience of summarization by Laura Nash, Boards & Commissions Secretary and are deleted once the minutes are board approved; any amendments to the minutes are noted in ***bold & italic*** type.

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

Pledge of Allegiance – was recited by all attendees.

Attendance by Roll Call: – Joe Goss, Lynne Parker, Dallas Emery, Michael Hunter, Susan McGuire – Doyle, Jennifer Brown, , Robert Roakes,

Absent:, Krystal Eldridge, Brian Keyes Jonathan Smith (Selectmen's Rep.), Matt Sawyer, Jr. (Town Administrator), TJ Eldridge, (PW Director) and Andrea Picard (Finance Director)

Attendees: Dana Cullen, Jr (COFD-Chief), Joe Deighan, Adam Riley (OCL&P- Chief), Michelle Capone, and Dennis Legendre.

Meeting Minutes: Review to approve Meeting minutes of November 2, 2023.

A **Motion** by Emery to approved the Meeting Minutes of November 2, 2023 as submitted. R. Roakes seconded. No discussion. All others voted in favor. **Motion passed.**

2024 Proposed Budgets: Chairman Goss called the order of presentation per order received.

- **Ossipee Corner Light & Power Precinct:** Requested 2024 Operating Budget of \$398,640.00 and Warrant Articles of \$150,000.00 for a Total Proposed Budget of \$548,640.00.

Chief Adam Riley presented the following line items as follows:

- Legal Expense: has increased for audit expenses.
- Government Buildings: has increased for building repairs needed.
- Insurance: has increased to rate increases.
- Mutual Aide Dues: has increased but they have no control over the dues.
- Apparatus Maintenance: has increased to rate increases.
- Protective Gear: has increased to rate increases.

Chief Adam Riley reported the overall budget increase is \$10,650.00 which is less than a 2% increase over last year.

J. Goss called for discussion and the committee had no questions and L. Parker abstained.

Chairman Goss stated the Budget Committee will take the proposed budget Under Advisement.

- **Center Ossipee Fire Precinct:** Requested 2024 Operating Budget of \$739,150.00 and Warrant Articles of \$207,000.00 for a Total Proposed Budget of \$946,150.00.

Joe Deighan presented the following line items as follows noting the expenditures is worst case scenario:

The following are Level Funded for 2024 which include Accounting, Heat, Electric and the entire building has been changed over LED lighting which has lower the electric bill dramatically. Snow removal, Building Maintenance, Internet/Telephone, Insurance, Precinct Expenses covers the cost for the dumpster, and paper products. Hydrants is level funded because they have not heard of any changes. Executive Payroll is the payroll for the Commissioners, Clerk and Treasurer. Legal, Personal Equipment, Personnel Equipment Maintenance, Fire Truck Fuel, Radio Maintenance, and New Equipment.

- Cell Phones: The department has a cellphone but everyone uses their personal cell phone. So going forward the department will reimburse the firefighters for their cell phones. They will eliminate the cell phone that's not being used.
- Dues & Subscriptions: This was decreased for 2024 and is used for the Microsoft Office 365 software and the ESO software per users.
- Mutual Aide Dues: this increased by \$2,000
- Street Lights: These have been changed over to LED lighting which again has decreased the expenditure.
- Water & Sewer: this was decreased based on usage.
- Rescue Supplies: was decreased by \$1,000
- Truck Maintenance: was increased because of tires for the tanker and engine 3 is aging and in need of repairs.
- Training: the firefighters have completed all the online training and need to travel for continued training.
- Fire Chiefs Salary: the Chief is going full-time this year and by going full-time he must become part of the retirement plan
- Fire Chiefs Retirement Contribution: new line item for full-time fire chief.
- Fireman's Payroll: was decreased by \$12,000 and is used for the on-call personnel.
- Part-time Firefighter's Salary: is used for firefighters on during the day.
- Payroll Tax Expense: was suggested to increase.

The Warrant Articles are as follows:

Article 3	Fourth of Seven Year Truck Payment	87,000.00
Article 4	To Place \$100,000 into the Fire Truck Capital Reserve Fund – New: To establish a CRF towards purchasing new trucks.	100,000.00
Article 5	To Place \$20,000 into the Fire Station Maintenance Capital Reserve Fund – New: To establish a CRF towards purchasing new equipment.	20,000.00
Article 6	To Create A Private Trust-to accept Donations/Legacies NH RSA 31:19 – Per DRA to accept monetary donations.	0.00
Article 7	To Accept Gifts other than\$ NH RSA 31:95e – Per DRA to accept Non-monetary donations.	0.00

The total 2024 Operating Budget and Warrants = \$946,150.00

L. Parker inquired about which insurance company are they using. Joe Deighan noted they 3 insurance company for different aspects of the department. They use ?? for automotive, equipment and land. But the Worker's Compensation insurance is the one that keeps increasing because every 3 years they change

companies and this contract is with The Hartford. L. Parker think it's higher because of Worker's Compensation and the salary base is over \$300,000.

L. Parker noted overall the budget has increase by \$165,200 but \$100,000 is to establish the capital reserve fund.

Dennis Legendre commented that they spent a lot of time discussing the capital reserve fund and at what amount. Because their trucks are aging and the trucks are very expensive and their trying to plan ahead and create a reserve to lessen the impact on the town residents. Parker commented they would also being less interest and less overall if they can make a deal on a new truck.

R. Roakes questioned what drove the increase on the salaries. Chief Cullen noted part of it is because of a part-time person and they have a 5 tier raise system. R. Roakes asked why is the Chief going full-time now instead of before. Deighan stated he basically was full-time but his salary was coming out of different line items so there just cleaning up the process.

D. Emery inquired if COFP has the same Electrical supplier as the Town. Deighan stated they do not. Emery informed him that the Town is getting ready to switch service over to another plan specifically for municipalities and suggested they speak with Town Administrator, Matt Sawyer, Jr.

D. Emery inquired if they are getting their fuel from the Town garage. Deighan stated thinks the Town is guessing at how much the Fire Departments use, so they now get their fuel from the State Garage. They can now track how much and who is fueling the trucks. Emery thought there was an issue with cards being left at the pumps and other issues. This sparked a lively discussion from multiple fire department personnel.

R. Roakes inquired how does the state tracks fuel usage. Deighan explained that each pump has a fob assigned to each truck and each fire personnel are assigned an ID pin number they have to enter when fueling the trucks. This lets the department know how much and who is fueling the trucks and on what date.

Chief, Adam Riley clarifying that OCL&P has WEX cards through the municipality, which allows them fuel up at any station without having to pay the taxes. Each truck has its own card and each fire personnel are assigned an ID pin number; they have to enter when fueling the trucks. This lets the department know how much and who is fueling the trucks and on what date.

Chairman Goss stated the Budget Committee will take the proposed budget Under Advisement.

- **Trustees of the Trust Funds:** Updated budget submitted. Several members question the difference between the Department Request and the Selectmen's Request. Discussion ensued until J. Goss decided to table the discussion until November 29, 2023, Budget Committee meeting.

A **Motion** by Roakes to table the discussion until November 29th, 2023, Budget Committee meeting. Susan McGuire-Doyle seconded the motion. No discussion. A unanimous vote was taken. **Motion passed.**

Next Meeting: Chairman Goss announced the next meeting will be:

Wednesday, November 29, 2023 – 6:30 pm at the Freight House

- Review Final Budgets
- Draft – MS 737
- Fire Precinct - West Ossipee – Pending receipt of WOFP Budget request

Chairman Goss called for public input. None heard.

Any Other Business Which May Come Before This Meeting:

Susan McGuire- Doyle asked for clarification on why an updated budget was submitted for Trustees of the Trust Funds and are revisions allowed. J. Goss noted at this point all budget request have been taken under advisement, so any of the budgets can be revised until the Budget Committee votes on them.

Adjournment:

A **Motion** by L. Parker to adjourn the meeting. J. Brown seconded. No discussion. A unanimous vote was taken. **Motion passed.** The meeting adjourned at 6:57 PM.

Minutes approved by majority vote of the Board on –

Date

Joe Goss, Chairman

Lynn Parker, Vice-Chair
(*In the absence of the Chairman*)