

Budget Committee Meeting
Town of Epping
April 19, 2017

Call to Order:

The budget committee meeting was called to order at 7:00pm. Pledge of Allegiance was recited by the members followed by a moment of silence for the troops.

Attendance:

Budget Committee Members: Don MacLaren-Vice Chairman, Steve Ozols, Jeff Leombruno, Jacklyn Ulban, Heather Clark-School Board Rep., Jen Chapman, Mark Nickerson and Cynthia Hounam. Jared Mallet, Ben Bade and Michael Charkowski were absent, Adam Munguia arrived at 7:08.

New Business:

Don said this is a very light evening and asked for any questions from the boards. Don would like to welcome the new member, Jen Chapman and Mark Nickerson, to the board. There is still 1 open seat, if interested please send a letter to intent to the town administrator.

Don said we will now reorganize the board. Don asked for any nominations for Chairman, Heather nominates Don, seconded by Jeff. All in favor, Don abstain. Heather nominated Steve for Vice Chairman, seconded by Jeff. All in favor, Don abstains. Don said we will wait for Adam to review the warrants when he arrives.

Don reviewed the dates for the upcoming year:

May 17, 2017

June 21, 2017

July & August 2017 – no meetings

September 20, 2017

October 18, 2017

November 15, 2017 and November 29, 2017 only if needed

December 2017 – 2 meetings

January 2018 – 2 meetings

October – January meeting dates will be revisited as the year goes on.

Don asked if anyone feels it necessary to have a joint meeting. Steve said only if there is any major warrant articles. Heather said it may be beneficial so the 3 boards can meet and be on the same page with the budget but if there is nothing major she does not see a need. Adam said it is good so the 3 boards have a common goal and he would set it as a tentative. Don asked the board to think about it and get back to him within the week.

Don asked Adam to recap the review of the warrant article results. Adam said what was put forward to the town and proposed was overwhelming adopted by the citizens. Adam and Don agreed to cover the results in the next meeting.

Don suggested to the board to go online and watch the selectmen and school board meetings.

Heather motioned to accept minutes from the previous meeting in January, seconded by Adam. Mark and Jen abstained

Adam wanted to read the last paragraph of the budget committee report submitted last year (attached).

Don read the memo regarding the town budget provided by Lisa (attached). Don spoke with Bonnie, he did get some information but the quarterlies won't be out until tomorrow so he will get them and mail them out to talk about at the next meeting.

Don asked for any other comments from the board.

Heather motioned to adjourn, seconded by Adam.

Meeting adjourned at 7:20pm.

Respectfully submitted,

Cynthia Hounam

LISA L. FOGG
FINANCE DIRECTOR

finance@townofepping.com



TOWN HALL
157 MAIN STREET
EPPING, NH 03042

TEL: (603) 679-5441
FAX: (603) 679-3002

TOWN OF EPPING, NEW HAMPSHIRE

MEMORANDUM

TO: BUDGET COMMITTEE MEMBERS
FROM: LISA FOGG
SUBJECT: 2017 1ST QUARTER BUDGET REPORTS
DATE: 4/25/2017
CC:

Now that Town Meeting/Voting is done, we can start with the monthly budget reports again. Attached are the March Reports, which ends the 1st quarter for 2017. We should be at or around 75% of our General Fund budget left and we have 78%. This was a 3 pay period month, so overall expenses were higher than normal. We are still in the winter/snow season. And we have paid a number of one time annual fees to start the year off. We also made some of the interest payments on our bonds and we paid the lease payment for the fire truck. Otherwise we have had mostly average expenses for this period. We have also paid for some of the 2016 encumbrances, which are reflected in the expenses but ultimately will have no impact on the 2017 budget. Revenues are also coming in as expected, vehicle registrations continue to be up, building permits are typically low this time of year, as well as recycling revenues. We received the 1st quarter Highway Block Grant. This leaves us with 76% left to collect. All of the Revolving Funds have positive balances.

Please let me know if you have any questions.

Boards, Commissions and Committees Reporting

Budget Committee

This year, as in years past, the focus of the Epping Municipal Budget Committee (EMBC) was twofold, to review the previous years' budgets revenues and expenditures, as well as to review and recommend the upcoming year's budget. The committee performed periodic reviews for both the Town and School budgets. Throughout the 2016–2017 budget cycle, both component budgets reflected previously anticipated and established revenue and spending goals and balances, and no adjustment requests were forthcoming. This reflected well on both the town selectmen and the School Administration for their stewardship of these budgets throughout the year. The committee continues to balance the needs of the town and the desire and call for a low tax rate. This year both the Town and the School District came forth with well informed and well explained proposals. These too were sensitive to that needs of their respective entities and to those of Epping residents. Both were well-organized and well-presented budgets. The focus of the committee was to not only look and deliberate the proposed budgets, but to look at the bottom line as well. This included the consideration of all warrant articles presented to the committee and the tax impact of the totality of those warrant articles.

The 2016–2017 Town Budget, as in previous years, consisted of non-discretionary spending items and limited some areas that required fiscal attention. Throughout previous budget cycles, some areas of the town budget were not fully funded. Decisions made by the Selectmen, and approved by this committee, resulted in this being the case. These decisions were made in the best interest of community where the magnitude of keeping a low tax rate prevailed over some known needs. This budget cycle the town proposed and the committee recommended, a 5.5% increase over 2016. This was a

well justified, documented and deliberated budget. The budget clearly addressed the financial concerns of the town, while fully funding areas previously not so. The Epping School District proposed a budget for the school year 2017–2018. The budget includes all necessary and expected expenses for that time frame and is below the default budget. A significant savings coming from the special education line item in the budget. This has been a traditionally difficult item to precisely budget for, as the student population, demographics and needs continually change. The committee voted to recommend and the tally of the vote is reflected on the Article 6. The Districts warrant articles provided to the budget committee were reviewed and deliberated. Each includes the committee's recommendations and vote tally. The vote tally is clearly affixed to the official ballot.

The goal of 2016–2017 Budget Committee was to prudently provide for the high standard of goods and services the community has come to expect, while simultaneously maintaining the lowest possible tax rate for Epping residents. Focused on this goal, the 2016–2017 Budget Committee continued to serve the community as a vocal and staunch advocate for its residents. The nine elected members of the committee, along with the elected School Board and Board of Selectmen, are all active members of the Epping community. We all share a common desire to make decisions that positively impact our community at large. These decisions are not made in a vacuum, they are informed by our friends, family and the community at large. The Budget Committee members especially make a tremendous commitment of time, energy, effort and cost to serve the community we all share, and have tremendous affection for. This year the Epping Municipal Budget Committee continued the work that has consumed our efforts for the past several years. Once again, in 2016–2017, I was honored and humbled by their decision

to afford me opportunity of serving as Chairman. I would like to take this opportunity to thank each member of the Epping Municipal Budget Committee for their continued commitment to the, albeit unglamorous, yet vital job of overseeing Epping's fiscal well-being and their faith in me as chair. The 2016–2017 Budget Committee: (Don MaClaren, Vice-Chairman, Jacklyn Ulban, Ben Bade, Steve Ozols, Jared Mallett, Jeff Leombruno, Geoff Woollacott, Moe Titcomb). You have the sincere thanks and gratitude of your Chairman.

*Respectfully submitted,
Adam Munguia, Chairman,
Epping Municipal Budget Committee*

Cemetery Trustees

The Trustees completed their first full year of managing the Prospect Cemetery. Many projects were started and some completed. Those completed included the removal of six very large pine trees that were dying and presenting a danger to many monuments. Their complete removal and loaming of the area enhanced the beauty of the remaining sugar maples. The westerly boundary was surveyed and cleared back to allow better access to the cemetery. The Durgin Tomb was completely restored and the large granite blocks are no longer a safety problem.

The removal of overgrown bushes and trees from the interior and boundaries will be ongoing. Many monuments that were overgrown are now visible and accessible. Our enthusiasm in the front of the cemetery has prompted a few anxious questions, but the overwhelming response has been very positive.

A new duty for the Trustees, is the buying and selling of burial lots. The trustees are authorized to buy back unused lots for the original purchase price and have done so twice this year. More commonly we sell lots. The information