

Town of Epping  
Budget Committee Meeting  
September 20, 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: Steve Ozols-Vice Chairman, Jeff Leombruno, Jacklyn Ulban, Heather Clark-School Board Rep., Jen Chapman, Mark Nickerson, Michael Charkowski, Adam Munguia-Town Selectman Rep., Cody Belanger and Cynthia Hounam. Don MacLaren-Vice Chairman-excused,

New Business:

Steve would like to welcome the newest member, Cody, to the board. Steve opened the floor for opening remarks.

Steve said there is a slight change in the agenda, he would like to move the board opening to the top. Jared Mallet has moved out of town leaving an opening. We have received an application for a new member who is in attendance tonight. Steve asked Robin O'Day to come up and speak. Robin stated she has been a resident and serving the town of Epping for 31 years, starting at the elementary school, high school, also served on the school board so she is familiar with budgets. She is always interested in serving the community. Steve asked for any questions or comments. Heather motions to accept Robin as a new member, seconded by Jeff. Motion passes 9-0. Steve said the next step is to get sworn in for the next meeting in October. Steve welcomed Robin to the committee.

Old Business:

Steve asked both the town and school reps for any update since the last meeting in May.

Heather said Bonnie will not have the final number until October and the auditor will be here at the beginning of October. Heather gave an overview from the DOE25 that is turned in to the state in which they plan for what they have for funds, what was spent, revenue and expenditures. They ended up with fund equity in general fund (rounded numbers) of \$655,000 at the end of the year where the new special ed trust fund and pre-existing building & grounds funds were not taken out so there would be \$150,000 taken out of the that money, plan to roll over \$200,000 and \$300,000 back to the town, food services has been running \$73,000 this year it is running \$59,000 because of new freezer purchase, grant money of \$16,000 rolled over and current building and grounds trust \$146,000. Heather mentioned that Bonnie would like to visit with the committee in October or November, Steve suggested October if she can. Heather will request Bonnie to attend on October 18 and that she be at the top of the agenda. Heather mentioned this information is on the website as well. Steve asked for any questions or comments. Heather also wanted to explain the \$200,000 rollover, that is money that can only be used if the appropriated

money was spend, then they must go to the state to ask if they can spend that money. Steve asked for any more questions.

Adam said that the fiscal year for the town was December 31. Adam has provided (2) expense and revenue reports for August. Adam read the memo from Lisa Fogg (attached). Adam will be glad to answer any questions. Steve asked for any questions or comments.

Steve asked to get the email list up to date to sure everyone is getting the information.

The next item is the dates of upcoming meetings:

October 18, 2017: School board review of last years budget, set date for warrant article and public hearing/deliberative sessions.

November 8, 2017: Review town budget

November 15, 2017: Tentative town review

November 29, 2017: School budget

December 6, 2017: School budget

December 20, 2017: Water/Sewer, warrant article discussion

Heather said that you may want the department heads to attend in November. Marc suggested getting the town budget as section are completed rather than all at once. Adam will request if that can be done.

Marc asked we they have access to prior budgets to compare. Adam said yes and Heather stated you will see this years' budget as well as the projected budget. Also if you would like any previous years that are not available Lisa or Bonnie will get them for you before the meeting.

Steve asked for any questions or concerns regarding the dates. Steve also had a question regarding upcoming warrants, Adam said the police are in negotiations for their contract, Steve asked about any equipment, Adam said not at this time.

Steve asked for any other business. Next item is the to approve the minutes of May, Adam motioned to accept, seconded by Jeff. Motion passed 6-0 with 3 abstains.

Heather motioned to adjourn, seconded by Marc. Meeting adjourned 8:00pm

Respectfully submitted by:

Cynthia Hounam

LISA L FOGG  
FINANCE DIRECTOR

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## TOWN OF EPPING, NEW HAMPSHIRE

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### MEMORANDUM

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**TO:** BUDGET COMMITTEE MEMBERS  
**FROM:** LISA FOGG  
**SUBJECT:** 2017 AUGUST YEAR TO DATE BUDGET REPORTS  
**DATE:** 9/22/2017  
**CC:**

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The attached reports reflect expenses and revenues thru the month of August. We should be at or around 33% of our General Fund budget left and we have 37% for expenses and 34% for revenues. Most departments are within that range. August was a 3 pay period month, so payroll expenses were higher than normal. The highway department is just beginning its road projects so you will see those expenses in the next couple of months. The police department received its new vehicle and the highway department has 2 new trucks (one leased and one old truck was used as a trade in for the other purchase). Otherwise we have had average expenses for this period. We just increased our revenue estimates by \$294,006.00, which includes the additional \$162,218.00 we received from the state for highway projects. This is done in preparation for setting the tax rate in October. All other revenues are on target. Remember the states Rooms and Meals shared revenue will not come in until late December.

Please let me know if you have any questions.