

Budget Committee Meeting
Town of Epping
June 15, 2016

Call to Order:

The budget committee was called to order at 7:04. Pledge of Allegiance was recited by the members followed by a moment of silence for the troops.

Attendance:

Budget Committee Members: Adam Munguia-Chairman, Donald MacLaren-Vice Chairman, Heather Clark-School Board Rep, Steve Ozols, Jared Mallet, Jeff Leombruno, Ben Blade, Jacklyn Ulban, Greg Dodge-Town Administrator and Cynthia Hounam. Moe Titcomb was not present.

Town Selectmen: Tom Gauthier, Tom Dwyer and Mike Yergeau

School Board Committee: Shannon Beolter, Heather Clark, Brian Reed and Deb Brooks.

Other Attendees: Valerie McKenney-Superintendent, Bonnie Sandstrom-Business Administrator, George Kimball, Nicole Bizzaro, Fire Chief Don DeAnglis, Joy True and Will Gatchell-Harriman Associates.

Opening Comments:

Adam said we have very busy meeting but we should make good time. Adam said the first thing he would like to do is to welcome Geoff to the budget committee, at this time the members each introduce themselves.

Adam said before we get started with the main meeting Valerie McKenney has a presentation to make to the historical society. Valerie asked Shannon Beolter, Joy True and Sarah to step up. Valerie explained that in honor of Eppings' 275th Birthday the Epping children submitted as many button entry as they wanted to, where Sarah was the winner for the elementary. They wanted to give something to the Epping Historical Society to commemorate the connection for children between this birthday to their hometown so Shannon is going to present Joy a shadow box. This is Eppings 275th birthday box that has the 3 buttons with the 3 winners and their graduation dates. Valerie said this will be a permanent fixture in the historical society and congratulations. Joy thanked everyone. Adam thanked Joy and asked for any other questions or comments before we move onto new business.

New Business:

Adam said the new business is the school board presentation and has handed the floor over to Tom Dwyer for the presentation (attached). Tom said that he would like to thank the school board and the selectman for coming to the meeting, basically what we are doing is presenting this to the budget committee as well as reaching of the community at the same time. This is in response to Article 12, it was reduced to \$25,000 and approved, this report is a year worth of work. Tom said they officially became a committee in July 2015 and at this time he would like to thank the following members: Jamie Mallet, Mark Vallone, Nicole Bizzaro, Don DeAnglis, Valerie McKenney, Heather Clark and George Kimball. They started with an overview of where to put it, what would could put there and how much it would cost. Tom has introduced

Will Gatchell from Harriman Associates who will go over the presentation. Will stated they have been working with the architect, planners and engineers for the comprehensive plan to see if it is feasible to put a combined gymnasium, recreation center and emergency shelter on the school campus. They were tasked with several steps to design and come up with a budget number: Site Assessment, Programming, Initial Plan Design/Test Fit, Subsurface Soil Analysis and Concept Design. The first page of the presentation (attached) is the price tag, which he would like to address. He said this price reflects today's construction costs and minimal amount that needs to be done to create this facility which is essential 3 buildings in 1. They looked at the site, confirmed all the project programs the gym needs, to help relieve pressure from the school with sharing the gym for lunch space, physical education and assemblies. This gym alleviated a lot of space pressure, the recreation has the need to utilize the gym as well as the multipurpose rooms and of course the gym would need to support the needs of a shelter and enough storage. Then they created diagrams with all the different spaces in different configurations and reviewed it with the committee to make sure they had everything in the right place, which provided a foot print they could lay on the jobsite to locate the test pit. The test provided some information that the soils were not as bad as they thought. It determined that was a buildable site. Then a concept floor plan was done which meets the desired needs of the gym program, recreational program and shelter needs (conceptual floor plan attached). It has a separate entrance for children and adults, 3 multipurpose rooms, a gymnasium, locker room and kitchen. On the aerial view (attached) it shows the proposed addition as well as the bus road being moved the outside of the field so that children do not have to cross the road to go back to the school from the field. The second diagram is the loop going around the playground but that is only an alternative option as the edge of the playground is wetlands and they would need to get more engineering involved. Will just wanted to show that it could be added in the future. The facility concept rendering (attached) shows the bottom matches the elementary school and the second floor is constructed of wood looking materials that is low maintenance and would stand the test of time. Will went back to the cost of the plan, they have enlisted a professional cost estimator and they were able to identify a clear concept budget that lacks a lot of details so they have a lot of contingency money built in to make sure that the bottom line cost number will get us through the project. Will said this was a combination of work between the town and school committee and will be happy to answer any questions you may have.

Heather has thanked Will for the presentation as well as Charlie Goodspeed. Heather said that at this point the committee is asking the budget committee to think about this presentation and to give them direction on what you would like to happen next. Adam has thanked them for the presentation and will open it up on the board for questions. Adams suggested that they digest all this information before we ask any questions, but has asked if anyone has any questions. Jarred asked if this would be coming up in any warrant article next year. Heather said that is what they were asking the selectman and the school board. We came up with the plan and it would be up to one of those boards to bring it up as a warrant article. Heather suggested that there be another joint meeting at the end of September as there was a lot of information brought forward tonight and to see if you wanted to bring that as a warrant article or table it. Adam has asked if there are any other questions. Geoff asked what percentage is set aside for contingencies. Will said he would have to look back but it is a high percentage so it is probably about 15%-25%. Heather wanted to mention that people were asking what the cost would be just to add a gym and not the entire addition and Will said it would be about \$3.5-4 million, and that would be just a gym. Heather said this gives you an idea of what the cost are. Jeff asked about the need of an emergency shelter, where is the closest shelter. Don DeAnglis came into the town 5 years ago and they looked for places to have a shelter and they could not find a place so currently the shelter is at the school. Chief DeAnglis said there is a place for the local people but nothing for a large turnout, so he went to the selectman and they suggested next time we do an addition/renovation we will add that into the proposal. Heather asked Will what the cost difference for the shelter would be.

Will said it was about \$300,000-\$400,000. Adam asked for any other questions. Jarred asked if they could come back in September with a bullet list of what this will solve for the gym & recreation center and in that does it help fix any of the current issues (HVAC, etc) also Steve asked if putting on the addition will affect any of the issues in the elementary school, does it have to meet any code. Will said this addition will have its own separate systems. Heather said it is all self-contained and does not affect any of the existing issues. Jarred suggested putting together something that explains how this solves all the space issues. Heather said they can certainly do that. Steve added that this is a lot of money and the tax payers are going to look at then when they go to vote so the board needs to justify it. Tom Dwyer stated that this is just preliminary and we are going to come in September to see if this will move forward then we can address more of the issues, our current task was to put this together to present to the committees to see if we are moving forward. Don asked what the percentage on per year basis would be if we pushed this off. Will said that he provided that estimation. Jeff asked who would be in control of the joint space the town or the school. Tom said that if we don't go ahead there is no sense of looking on who is control or spend hours until it is approved. Heather said it really doesn't matter if it comes out of the town or school budget it is all up to the tax payers if they agree fund. Ben asked if they are familiar with any state or federal grants available since it is a critical category 4 facility for sheltering needs. Chief stated yes they have contacted the state and they have a 50% match program for the generator as long as we can provide work in kind, so we would fill out the application and submit it. That would help offset the cost of the generator and maybe come of the wiring. Adam asked for any other questions. Brian Reed asked if this was going to be attached to the elementary, Will confirmed. Brian asked if we add a new addition what are the building codes and will the existing have to be brought up to the new codes and also we need to look at the future are we going to have to add on again another 5 years if we are overcrowded. Adam thanked Brian and also asked about additional classrooms. Tom Dwyer stated that the warrant article did not address additional classrooms just the multipurpose rooms. Tom Gauthier asked pertaining to the drawing is there a second floor, Tom Dwyer stated there is no second floor it is the basement or storage. Tom Gauthier asked that if you go up and down that it would need handicap accessibility. Tom Dwyer said that it is unoccupied space and Will added that a mechanical mezzanine does not require handicap accessibility. Shannon asked Ms. McKenney if this addresses the long term needs of the school. Shannon said the issue was address per the warrant article without extra classrooms he just want to be reassured that this address the short – mid - long term issues. Valerie said based on growth it is projected to stay the same, they have done many studies on that. If 6 classrooms were added it would have bumped up the cost. Tom Dwyer that adding the additional 3 multipurpose rooms this would address what the additional 6 classroom would have done. Ben asked if the kids were going to eat in the gym. Tom Dwyer stated they would eat in the café. Jeff asked with the office and rec space would this vacate Watson. Tom Dwyer said no. Valerie wanted to address Shannons questions that they do not anticipate a jump, conceptually they can move everything out of the school and look at if we are using every space available of that school to the best they can. Valerie believes that they have enough class space outside of the cafeteria issues. Her big concern is the AC as it is a big expense and it does need to be addressed. Steve asked how much it would be to fix. George Kimball said that 3 years ago they put in a proposal but they were never really given an exact number. Each time they went to the board they did want to address it. Jeff asked if the committee knows if there would be any additional cost since you are attaching it to the existing elementary school. Tom Dwyer said that at this time there would not be any additional cost. Will explained that the addition does not go past the existing walls. Adam asked for any more questions. Heather said this is the reason why we would like to have another joint member at the end of September to see we are going to go forward and the school board and selectman can decide what to put forth for warrant articles. Adam requested the board to get any information pertaining to this. Mike Yergeau as if it was possible to get the school board to make a wish list to compare and see what they can do to the budget as presented to bring everything up to date, also what they will

propose to help out the needs of the school right now. Tom Dwyer said that school board will look at this and holds to support and then they will need to look at their budget. Adam asked any other questions from the board, any questions from the public.

The next item is the town review. Adam read the memo from Lisa Fogg (attached). Adam asked if there were any questions. Adam would like to see where the warrant article funds were spent. Greg said he will provide the balances. Adam any questions to the May reports, he said he look through and they looked normal. Adam asked for any other new business.

Adam asked for a motion to approve the minutes of the previous minutes. Motioned by Don, seconded by Jarred. Motion carries.

Heather motions to close the budget committee meeting, seconded by Steve. Motion carries.

Adjourned at 8:10.

Respectfully submitted by:

Cynthia Hounam

LISA L FOGG
FINANCE DIRECTOR

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TOWN OF EPPING, NEW HAMPSHIRE

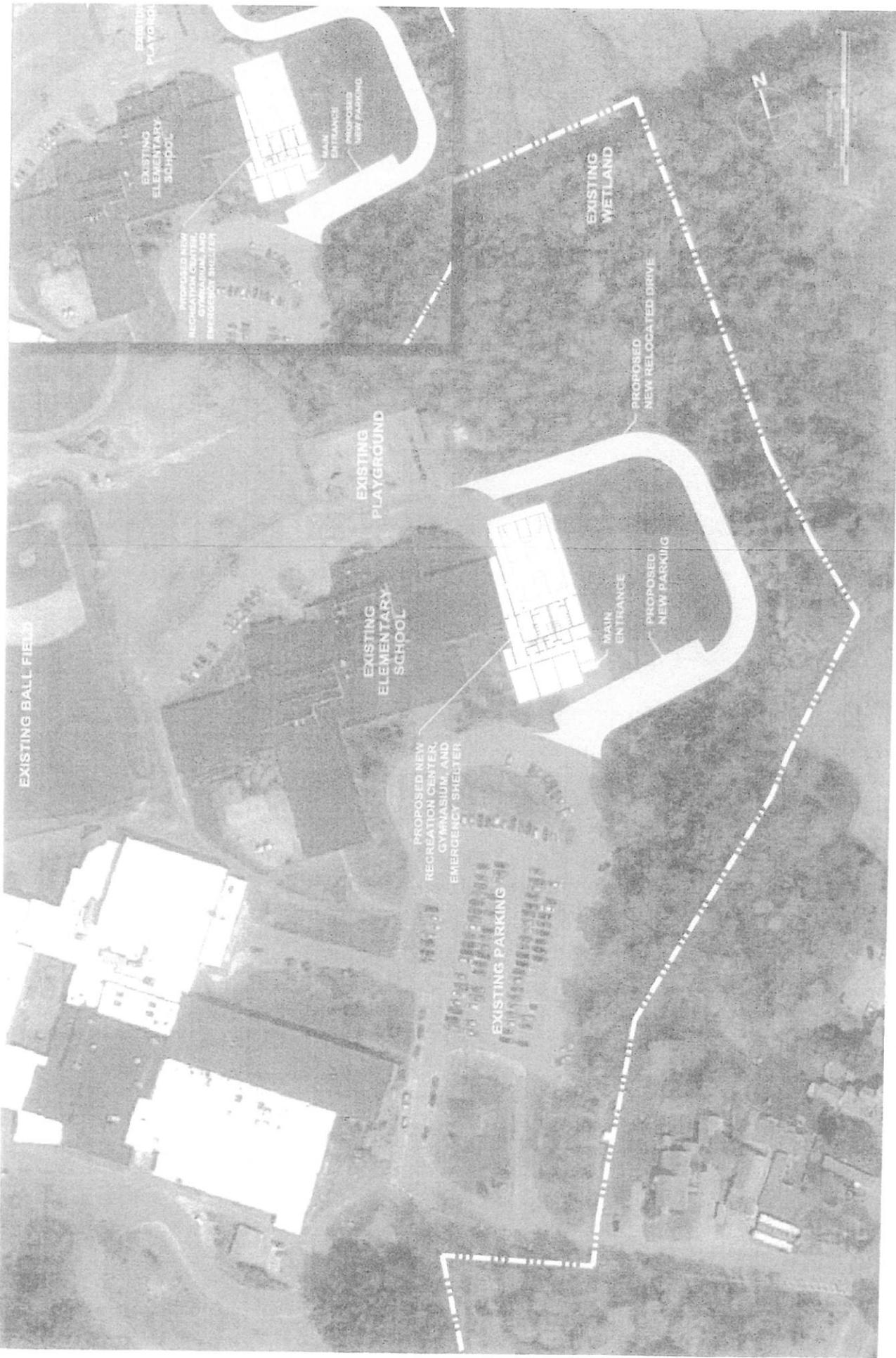
MEMORANDUM

TO: BUDGET COMMITTEE MEMBERS
FROM: LISA FOGG
SUBJECT: 2016 MAY BUDGET REPORTS
DATE: 6/22/2016
CC:

Attached are the May Budget Reports. We should be at or around 58% of our General Fund budget left and we are at 63%. We paid all of our loans/bonds this month, Road Bond, Land/Wells Bond, Safety Facility Bond and the final payment on the Hoar Pond State Revolving Loan. The outside repair work has begun on Watson Academy. The Highway Truck Lease payment was also paid this month. Water and Sewer are working hard to get the equipment to complete the new wells. All other departments had normal spending. Revenues increased this month with some current use penalties being issued. Motor Vehicle Registration are still up but building remains low. We received the 1st quarter COPS grant payment, the 2nd quarter Highway Block Grant and the final State Revolving Loan grant reimbursement. We also received the insurance payment for the damaged police cruiser and the school payment for plowing. This puts us with 57% of our revenue budget left to collect.

All of the Revolving Funds continue to have positive balances.

Please let me know if you have any questions.



EXISTING BALL FIELD

EXISTING PLAYGROUND

EXISTING ELEMENTARY SCHOOL

PROPOSED NEW RECREATION CENTER, GYMNASIUM, AND EMERGENCY SHELTER

EXISTING PLAYGROUND

EXISTING ELEMENTARY SCHOOL

PROPOSED NEW RECREATION CENTER, GYMNASIUM, AND EMERGENCY SHELTER

EXISTING PARKING

EXISTING WETLAND

PROPOSED NEW RELOCATED DRIVE

MAIN ENTRANCE

PROPOSED NEW PARKING

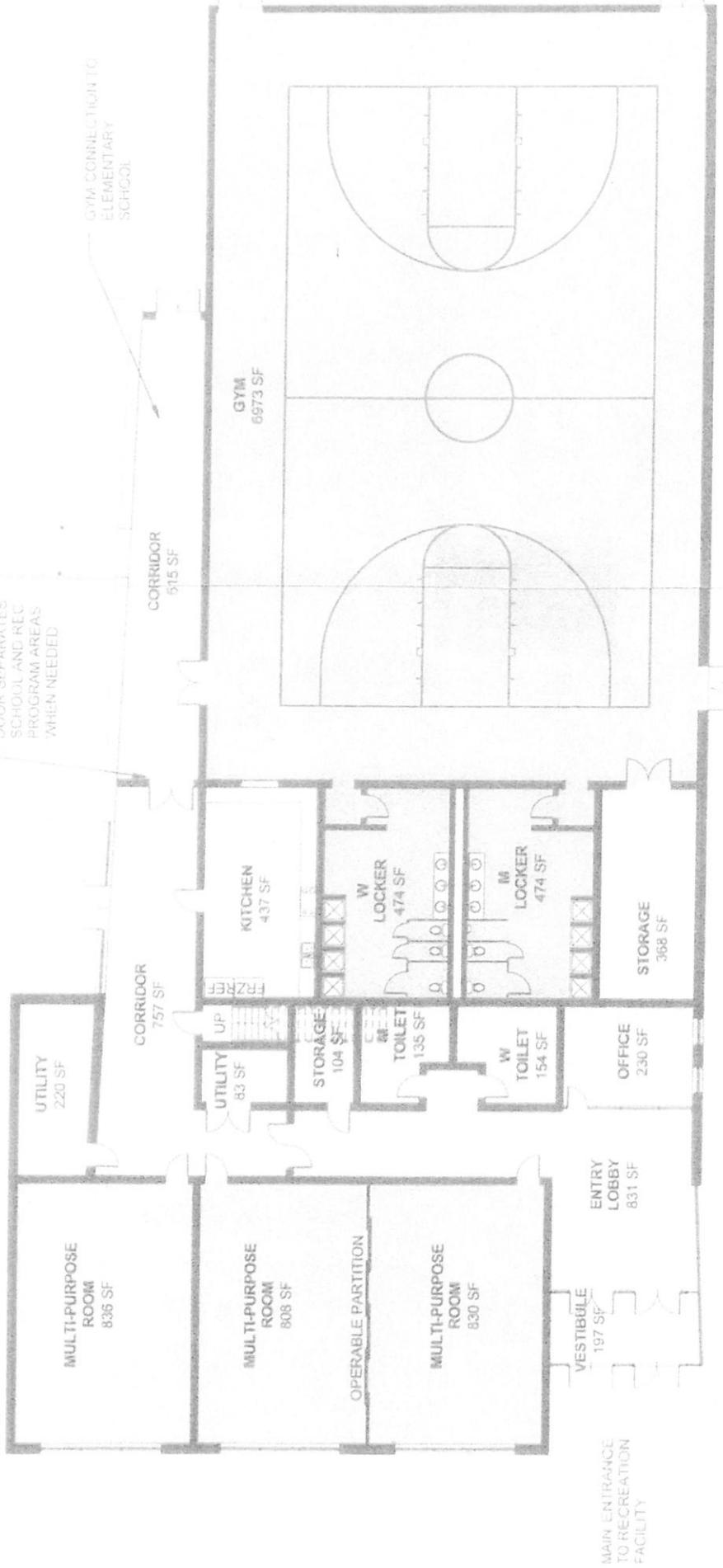


18 NEW RECREATION CENTER / GYMNASIUM

EXISTING ELEMENTARY SCHOOL

DOOR SEPARATES SCHOOL AND REC PROGRAM AREAS WHEN NEEDED

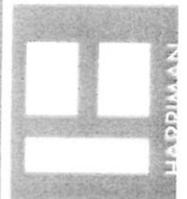
GYM CONNECTION TO ELEMENTARY SCHOOL

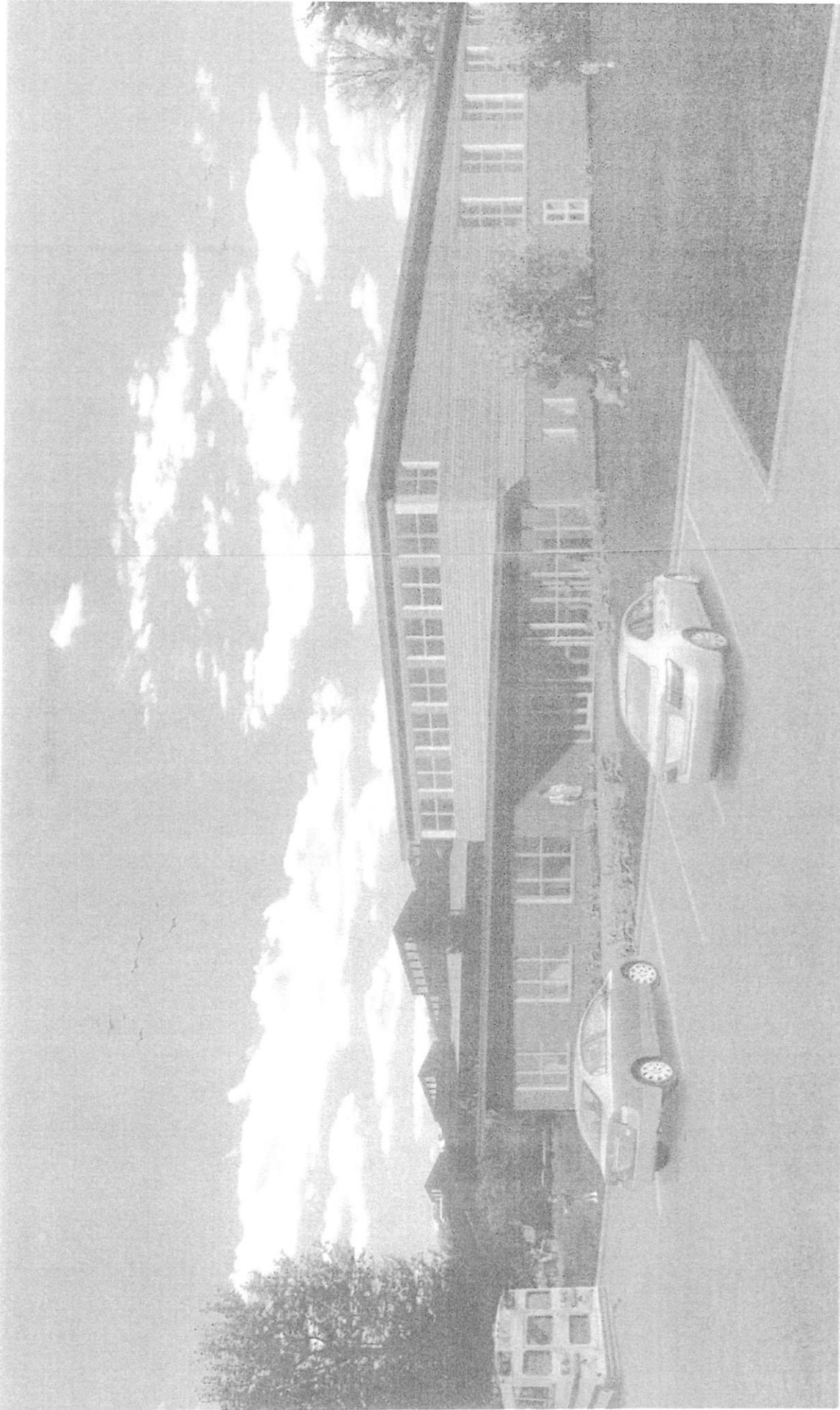


MAIN ENTRANCE TO RECREATION FACILITY

6
CON

NEW RECREATION CENTER / GYMNASIUM /





FACILITY

NEW RECREATION CENTER / GYMNASIUM /

