

Budget Committee Meeting
Epping Town Hall
March 16, 2016

Call to order

The budget meeting was called to order at 7:01pm. Pledge of Allegiance was recited by the members followed by a moment of silence for our troops.

Attendance

Budget Committee Members: Adam Munguia-Chairman, Steve Ozols, Donald MacLaren, Shannon Boelter-School Board Rep, Jeff Leombruno, Lisa Fogg-Town Accountant, Jacklyn Ulban and Cynthia Hounam. Jared Mallet and Moe Titcomb has been excused. Jim McGeough-Selectman was not present.

Opening Comments

Adam said this was first meeting of 2016 and we will be starting with reconstructing the board, take nomination for Chairman and Vice Chairman. Adam asked for any comments. Adam wanted to introduce and welcome the newest member to the board, Jacklyn Ulban. The next on the agenda is accepting nominees for Chairman, Don nominates Adam and seconded by Steve. Position was accepted by Adam. Motion carries. Adam nominates Don for Vice Chairman and seconded by Jeff. Position was accepted by Don. Motion carries. Adam said the next item is to accept the minutes from the previous meeting. Motion to accept by Don and seconded by Shannon. Motion carries.

New Business

Adam said that we will be now reviewing the voting results. Adam said that Article 19, police officer position, will be coming up for recount on Monday, March 21st at 6:30 at the Town Hall. Steve asked if this was automatic because the vote was so close. Lisa stated that it has been requested. Adam said as of right now he article has not passed and that is the reason for the recount. Adam asked for any comments or questions. Steve has who was involved with the recount. Lisa said it will be the Town Clerk, Town Moderator and the Board of Selectman. Adam wanted to comment on these types of warrant articles for the upcoming year, when the Board of Selectman came forth with their budget it was a little on the steep side and we asked them to help shrink their budget and they chose to do so by cutting a head count from the police officer and putting it on a warrant article. In his opinion, and correct him if he is wrong or comments, it is a bit of a back door method to increase their head count and if it approved then next year it becomes part of their ongoing budget, so as we move forward let's keep that in mind. Don asked how that would be any differ from if it was normally in their budget. Adam said both him and board understand but the concern is the voting public that it will actually double the cost for the overall budget of the town. Jeff said that he would rather see personnel in the budget. Don said he finds it unfortunate that they took that out of the budget. Adam wanted to let the new members know that we had a long discussion with the Chief of Police regarding the method he used justify the head count and he gave us a good explanation. Don said that he talked to the Chief and Sargent

about the duties that the additional personal would have. Adam asked for any other comments or questions.

Adam said that the budget committee does a great deal of work discussion the budgets and it is nice to see the public relies on our work to vote for the affirmative and non-affirmative. Adam mentioned the library addition did not pass and he expects that it will be up for deliberation again. Adam asked for any questions or comments. Jeff mentioned that the library is looking into different fundraising efforts. Adam said that he believes it was a worthy cause because it was not only a public expansion but it would a meeting room and other opportunities. Adam asked for any other comments.

Adam said as part of the voting results the former Vice Chairman Heather Clark was elected to the School Board and therefore needed to resign from the Budget Committee due to conflict. Adam would like to take a moment to thank Dave Mylott and Jamie Mallet for all their hard work on the school board. Both Adam and Don would like to see more people come and take their turn on a board to make their voices heard. Heather leaving leaves an open position on the board and we would need to appoint someone for the remainder of this year and then they would have to run for re-election next March. Adam will speak to Erika to post on the board and website for anyone interested in the position. Jeff asked if we have some interest is there a certain time frame to appoint someone. Adam said depending on the amount of people. Jeff asked what happens if we have more than one person interested. Adam said they need to meet with the board with a bio and why they want to be on the committee then we vote.

The next item is the schedule for the upcoming year. Adam stated we meet during the year to review the budget and expenditures along with the school budget. The Town works on a calendar year and the school works on a fiscal year beginning July 1st. Adam said the board tries to take two months off in the summer whether it be June-July or July-August. Following is the tentative schedule along with the agenda.

- Tonight, March 16th: Review town budget review
- April: Review the revolving budget accounts for the town and school. Revolving accounts are the warrant article accounts that were funded. Adam will email the selectman to have a representative present.
- May: Town Review with Lisa and the School review with Bonnie.
- June and July – Off
- August: School budget
- September: Regularly scheduled meeting
- October 19th: Regularly scheduled meeting
- November 16th: Regularly scheduled meeting
- November 30th: Not a regularly scheduled meeting*
- December 7th: Not a regularly scheduled meeting*
- December 14th: Regularly scheduled meeting
- December 21st: Not a regularly scheduled meeting*

All dates with an asterisk are meetings that will take place if needed depending on the budget season. Adam will update the schedule and email them out.

Next is the Town budget review. Lisa read the memo attached. Lisa said the revolving accounts are included in the reports, what you won't see is the running balances. Don asked if a good amount has gone back into the surplus account from heating oil & plowing. Lisa said some of the plowing budget was spent for equipment and there is still some from fuel. Lisa said the auditors are done with their field work, but it is usually not completed until sometime in May. She is hoping to have some numbers in April. Jeff asked was the highway block grant was. Lisa said it is a state grant, the money comes from the gasoline tax. It goes to the state where quarterly the state divides up what has been collected and allocates it to the towns quarterly. Adam stated you have 94% left in the elections and registrations funds. Lisa said yes, we have four elections this year, and we should have enough for the year. Adam said that these reports are usually sent ahead of time so that they can be gone through thoroughly. Jeff asked where the revolving funds-revenue comes from for the rec center. Lisa is comes from the before and after school programs. Adam asked if there were any more questions for Lisa. Adam asked for any input on the upcoming budget. Steve said that there was still an effort for a purposed warrant article for the school addition, do we have status and, if so, if we get an ongoing status report for these meetings so that we can see where we are with the funds. Adam said that we need to provide the school board and the selectman rep input ahead of time before creating their budget and they should be keeping us posted on their budget if something is needed for the addition as it would be good to know for the tax impact and if they are overspending. Adam said his concern with the library was not the value of the addition but the cost. Don said it would be good for them to project the annual cost of the new addition and what the yearly expenditures would be. Adam said that would be a good question to ask. Adam asked for any other questions or comments.

Adam has opened up the floor any more new business. Don said that he would like to see every meeting on ETV calendar ahead of time and the message boards updated. The other thing is to see some of the backup numbers for the warrant articles, at least post the highlights on the board downstairs. Adam said one last thing is he talked to Mary Cloutier about looking into what the town has done in the past 5 years to see the trends. Adam said he intends to put in the effort to research and present it to the board. Jeff said that he was interested in seeing that and also seeing the voting results for the past. Don asked if the conservation land has received their funds yet. Steve stated the deadline was in June. Jeff said that he will reach out and find out. Lisa said that it has not been paid out yet. Adam asked for any other questions.

Adam wanted to thank everyone for being here. Motion to adjourn by Shannon and seconded by Steve.

Meeting adjourned at 8:01.

Respectfully submitted by:

Cynthia Hounam

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TOWN OF EPPING, NEW HAMPSHIRE

MEMORANDUM

TO: BUDGET COMMITTEE MEMBERS
FROM: LISA FOGG
SUBJECT: 2016 FEBRUARY BUDGET REPORTS
DATE: 3/19/2016
CC:

Here are the February 2016 Budget Reports. We should be at or around 83% of our General Fund budget left and we are at 88%. Spending has been conservative during the first 2 months. The first payroll in January was all charged to December for accounting purposes. We have paid our annual workers compensation invoice, which is allocated to the different departments. We've also made interest payments on our Road Bond and Land Purchase Bond. The highway department bought more salt but we have had very little snow this year. All other expenses were within the normal range. Revenues are typically lower during the first few months of the year. Motor Vehicle Registrations still seem to be higher than expected. The first quarter Highway Block Grant payment came in. This puts us at 87% of our revenue budget left to collect. The Revolving Funds all have positive balances.

Please let me know if you have any questions.