

Town of Epping  
Budget Committee Meeting  
April 17, 2019

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-Chairman, Adam Munguia-Town Selectmen Rep, Heather Clark-School Board Rep. Jen Chapman, Marc Nickerson, Jacklyn Ulban-Vice Chairman, Robert Hodgeman, Mike Lecuyer. Michael Charkowsky and Cynthia Hounam. Sean Morrison was not present.

Applicants: John Cody and Phil Dudovicz

Opening Comments:

Steve asked for any opening comments or discussion.

New Business:

Steve said there are two applicants here tonight for the open position, I will have them introduce themselves, give us a background and then vote.

- John Cody: Has lived in town for two years, works as nurse in Epping, prior operation manager and was a state trooper for 25 years before retiring. John said this is a good opportunity to get involved in the town. Steve asked for any questions.
  - Robert said the meetings are once a month and twice during the budget season, how many meetings are you able to attend? John said that his job is very flexible to accommodate the meetings.
  - Robert asked since you moved to town what do you think the most critical issues are? John said business is necessary for the town, he would look at the entire picture and pick priorities
- Phil Dudovicz: Has lived in town short of three years, has 2 children-one in kindergarten and the other starting next year, he has lived in many town and Epping is fantastic. Phil said he sees this an opportunity to do the best he can for the best of the town in his small little way. Steve asked for any questions.
  - Robert said the meetings are once a month and twice during the budget season, how many meetings are you able to attend? Phil said he does travel for work, but he would do his best to be there and does not anticipate missing them.
  - Robert asked what he thinks is a big issue? Phil said there are two primary issues (1) the pipeline/tank and (2) the water/sewer situation.

Steve said if there are no other questions we will vote. Jacklyn has welcomed John the committee. Heather asked if they could make Phil an alternate to the board? Adam said there is a term "NiSi" which means we can make the motion if it does not violate RSA, if it does then there will be no alternate. Steve said he will speak to Greg. Heather makes a motion to make Phil an alternate,

seconded by Marc. Motion passes contingent upon not violating the RSA. Steve asked for any other questions. Steve told John the next step would be to go downstairs and get sworn in.

Next item is the town 1<sup>st</sup> quarter budget. Steve read the attached memo from Lisa. Steve asked Adam if there was anything else to report or update us on. Adam reviewed the Library addition.

- They have started negotiating bonds, for more details you can go to the Board of Trustees meeting or to the Board of Selectman meetings.
- It is a 5 steps process and we are on step 2. The 5 steps are:
  1. Getting the \$600,000
  2. Getting all the bids which will allow to do everything from start to finish within the budget
  3. Selecting the right people from all the bids
  4. Construction – anticipate jumping from step 2-4 within the next 4 weeks
  5. BOS pull out and opening
- Heather asked if there was any contingency plan if the bids do not come within budget, Adam said the contingency plan is that we will not break ground.

Adam looking at the known revenue and know expense, we look at what may happen over the next few years. We have very little influence, so it is a wait and see for a lot of things. Mike asked if there was anything on the revenue side, Adam said we are chasing down a lot of ambulance rides money and watching what we spend all year.

- Marc asked where we stand on buying the truck equipment from the warrant articles, Adam said we have signed 2 po's for trucks. Steve asked for any other questions.

Steve asked to Heather is there is anything we need to know about the school.

- The fiscal year ends in June and we are in good shape. We are right where we need to be, no concerns.
- May return something to the town but we will know more at the May meeting
- Steve asked if the roof will be okay next year, Heather said the company who checks the roofs said it should last another 1-2 years. Within that time they are hoping to have the money in the capital reserve fund so they don't need to come forth with a warrant article.
- Robert asked when surplus is returned to the town, where does it go. Heather said it will go into the general fund where the Selectmen use to buy down the tax rate.
- Jen asked if the heating system was complete. Heather said they had some challenges with the operation but believes everything is all set.

Steve asked for any other questions.

Meeting schedule:

May 15, 2019 – 7:00pm

June, July and August off

September 18, 2019 – 7:00pm. At this meeting we will come up with a rough schedule until the end of the year.

Steve asked for any questions regarding the schedule or if there is anything else anyone would like to discuss.

- Mike feels like we are not doing enough at looking at the budget, we should be looking the long term and seeing what other towns are doing. He would like to know (1) if this would be helpful and (2) would anyone on the board like to help with this analysis. Heather said

this is not the first time this has been suggested and would be a great idea and the undertaking would be considerable. One concern about comparing towns is every town has their own quirks.

- Heather said that the long-range plans are done, capital improvement funds are looked at every year and voted on. Adam said the municipal government is designed to work very slowly, with the budget we don't have much wiggle room so it is a wait and see game to see what comes up. Heather said the town and school department heads do very well to keep out budget in line, a tax increase would most likely come from the warrant articles. Mike asked if the Board of Selectmen would be open to suggestions, Adam said absolutely. Steve encourage anyone to do so and asked for any other questions.

Steve talked about the capital improvement plans, he mentioned there was one for the town and asked if there was a separate plan for the school, Heather said yes. Steve asked if there were any others, Heather said the master plan and Adam said the Water/Sewer has their own. Steve said he will talk to Greg to see if he can have them sent out so we can look them over and discuss. Steve asked if there were any other questions.

Next is to approve the minutes of March 18, 2019. Marc motioned to accept, seconded by Heather, motion passes.

Marc motion to adjourn, seconded by Heather. Motion carries, meeting adjourned at 8:02pm.

Respectfully submitted by:

Cynthia Hounam

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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:** 1<sup>ST</sup> QUARTER 2019 BUDGET REPORTS  
**DATE:** 4/8/2019  
**CC:**

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Here are the 1<sup>st</sup> Quarter Budget Reports for 2019. We should be at or around 75% of our General Fund budget left and we are at 79%. Overall we are starting off in good shape. In the first few months of the year we pay a lot of one-time expenses for memberships, service contracts, software and support licensing fees, workers comp annual invoice. As well as our annual audit is ongoing and don't forget the winter season costs (plowing, salt and heating). We've had our town meeting where most everything passed so we will have a busy year. I have transferred all of the funds for the Trust Fund/Capital Reserve Fund Warrant Articles that passed to the Trustees of the Trust Funds. Also a reminder, any expenses for encumbered funds for 2018 will show in our current 2019 budget reports as they are expended. Revenues are pretty average for this time of year. They general are a little low for building permits and solid waste revenue. Vehicle registrations continue to increase so far this year. A large portion of the state shared revenues do not come in until December. Below is a list of the Revolving Fund and Enterprise Fund balances:

Recreation RF- \$159,193.45  
ETV RF - \$302,110.07  
Police Detail RF - \$49,483.93  
PSF-Ambulance RF - \$284,543.71  
Water EF - (-\$46,745.41)  
Sewer EF - \$384,683.00

Please let me know if you have any questions.