Town of Epping
Budget Committee Meeting
September 18, 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, Marc Nickerson-here, Jacklyn Ulban-Vice Chairman, Robert Hodgeman, Mike Lecuyer., Michael Charkowski, Phil Dudovicz, Cynthia Hounam. Adam Munguia-Town Selectmen. Rep, Heather Clark-School Board Rep., Jen Chapman and John Cody were not present.

Opening Comments:

Steve said we are missing a few members tonight two of which are the town rep and school rep so questions regarding the CIP's may not be able to be answered tonight. Steve asked for any opening comments.

New Business:

Steve said that there is a vacancy on the board due to Sean Morrison resigning. Phil Dudovicz, which is currently an alternate, is present tonight and is still interested in being on the board. Steve asked Phil to speak.

- Phil said he has been a resident of Epping for 3 years, has a wife and 2 children that are in the elementary school, he is looking forward to helping out in any way he can.

Steve asked for any questions. Steve asked for a motion to have Phil join the board, motioned by Mike Charkowski and seconded by Marc. Motion carries. Steve told Phil the next step in to go to the town clerk and get sworn in and welcomes him to the board.

Town budget review:

- Steve read the memo provided by Lisa (attached). Steve asked Lisa about the Water EF being in the negative, she said that number does not include the 2nd quarter balance, their report was not received before this report. Steve asked for any questions.

Town CIP review:

- Steve said the report we reviewed at the last meeting was from 2016, since then there has been a new one issued with a lot of different/update info and plans going forward to 2025. The board of selectmen will be reviewing it next week as it just came of the planning board 1-1/2 weeks ago.

- Steve asked the board to look it over and any major concerns we can discuss. Following is a list of items that were discussed and will be emailed to Greg and Adam:
    - Line for the town clerk software
    - Possible error in the table for sewer replacement for Janell Court, should it be $200,000 not $20,000
    - Main Street and Blake Road bridge. When is it starting , does it need to be funded prior to starting
    - Water/Sewer expenses: What is covered by the rate payers vs. town
    - Decommissioning of the lagoons. Break down of lagoon 1 vs. lagoon 2. When is it going to start?
    - New UV system for waste treatment. Would be good to know the income from waste treatment system.

Steve asked if anyone sees anything else that they would like to see changed before the selectman approve it.

School budget review:

- Steve said the administrative support line that came out at the end of June is a positive $175,555 million which is on positive note as the previous report from April was in the negative. Heather will be able to answer to the change.

School CIP review:

- Steve said the report we reviewed back in May was from October 2018, there is an updated one that was approved by the School Board in June. Steve tried to look at some differences but there was not a whole lot that changed.
- Steve's only concern is the elementary school roof. In 2020-2021 plan it is $530,000 and the previous estimates were $700,000, not sure what has changed.

Steve asked for any questions or comments. Steve will make sure that the town and school CIP are on the agenda for next months' meeting.

Tentative meeting schedule:

October 16, 2019: Regular meeting. Review town and school CIP
November 13, 2019: Review town budget (Greg should have town budget to us by November 5)
November 20, 2019: Any questions on town budget and possible town warrant articles
December 4, 2019: School budget (usually receive budget around Thanksgiving)
December 11, 2019: 2nd part of the school budget and school warrant articles
December 18, 2019: Water/Sewer budget
January 8, 2020: Review warrant articles (final warrant articles are due on January 14)
January 15, 2020: Public hearing, review all warrant articles, budgets and vote
February 4, 2020: Town deliberative session
February 6, 2020: School deliberative session
March 10, 2020: Town elections

Steve asked for any other questions.

- Marc suggested having a cutoff time of 10:00pm for the meetings if they run long
- Mike Charkowski spoke about comparing us to other towns. He has not had much time to do so but he found a website that collects all the data for each town and puts it in one spot. The website is www.nhpfc.org.

Steve asked for a motion to accept the minutes of the May meeting, motioned by Marc, seconded by Marc. Motion carries.

Marc made a motion to adjourn, seconded by Jacklyn. Motion carries, meeting adjourned at 8:47pm.

Respectfully submitted:

Cynthia Hounam

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TOWN OF EPPING, NEW HAMPSHIRE

MEMORANDUM

TO: BUDGET COMMITTEE MEMBERS

FROM: LISA FOGG

SUBJECT: 2ND QUARTER 2019 BUDGET REPORTS

DATE: 9/18/2019

CC:

Here are the 2nd Quarter Budget Reports for 2019. We should be at or around 50% of our General Fund budget left and we are at 56%. At this half way mark our General Fund Budget is in good shape. We secured the funding for the Library addition and that project is underway. The highway department completed the new sidewalks on Academy and Prospect Streets. The new Highway Truck and Transfer Station Truck have been ordered and those will be completed later this year. Our annual audit is also complete and our fund balance is in good shape. Also, a reminder, any expenses for encumbered funds for 2018 will show in our current 2019 budget reports as they are expended. Revenues are looking good as well. I can see a couple areas I will be able to increase when we get ready to set the tax rate. The Proceeds from the Library Bond decrease the actual percentage remaining to collect but the real number is about 52%. Remember the State Shared Revenues do not come in until the end of December. Below is a list of the Revolving Fund and Enterprise Fund balances:

Recreation RF- $165,022.04
ETV RF - $313,211.96
Police Detail RF - $51,440.65
PSF-Ambulance RF - $283,542.44
Water EF – (-$112,604.12)
Sewer EF - $189,469.51

Please let me know if you have any questions.