

Town of Epping  
Budget Committee Meeting  
October 16, 2019

Call to Order:

The budget committee meeting was called to order at 7:05pm. Pledge of Allegiance was recited by the members followed by a moment of silence for the troops.

Attendance:

Budget Committee Members: Steve Ozols-Chairman, Rep, Heather Clark-School Board Rep., Robert Hodgman, Phil Dudovicz, John Cody, Michael Charkowski, Jen Chapman, Cody Belanger-Town Selectmen Rep and Cynthia Hounam. Marc Nickerson, Mike Lecuyer and Jacklyn Ulban-Vice Chairman were not present

Opening comments:

Steve would like to welcome Phil to the committee. Starting next month, we will have a lot to go through, we have Cody Belanger filling in for Adam tonight. This will be the last quick meeting before the busy season. Steve asked for any questions or comments.

New Business:

Steve the first on the agenda in the Town Report. Cody read the memo provided by Lisa (attached).

- Cody has done a walk thru of the library and they are pretty close. Steve asked how they are doing financially, Cody said according to Lisa we are @\$156,000 and according to Selectman Joe Trombley that is not the case we are pretty close to the wire. Cody explained that Lisa only has what was spent and Joe has what was projected.
- Sewer just updated the facility and now each company has a card to swipe so that we now know what are taking in for revenue as before was a guesstimate. Steve said the facilities are spectacular.
- Roof for the safety facility, Lisa has suggested putting in a warrant article. Heather said she thought the roof was being incumbered, if it is there can't be a warrant article. Cody will find out.
- The police chief asked for 3 cruiser and we asked him to take one out and put 1 on the warrant article.

Steve asked if that was all Cody had and if there are any questions.

- Steve asked if we are on track for getting the town budget. Cody said they have a meeting Monday, October 21 and we still do not have the tax rate back yet. The town did receive \$97,551 in excess from state this year. Heather asked what we

normal get, Cody does not remember. Cody said we will be getting \$97,551 this year and \$97,551 next year.

- Steve received a tentative date of November 5 to receive budget, if that holds true this committee will have one week to review it line by line. Steve asked for any other questions on the town budget.

Steve said we reviewed the CIP a little last meeting, but Adam was not present to answer some question, he sent them to Greg Dodge and Brittnay, Town Planning and received the following response:

- The Town Clerk software upgrade is stated as a \$60,000 cost. Should this be added to the Table? Already fixed
- In the Table, the sewer line on Janel Ct should state \$200,000. It currently states \$20,000. – Already fixed
- Bridge replacements -- when does this work start? Is there a requirement to pay a certain amount up front prior to work commencement? Do we need to start paying for this project now in order to start receiving state reimbursements later? There is currently a hold at the state level for applications. They are looking to fall of 2020/spring of 2021. The State Program looks out 10 years. So if we were picked in fall of 2020 – the project would start in 2030. Bridge design would be 2027. The town would have to pay the cost up front and then be refunded by the state. State funds 80% of the project if picked.
- Water/sewer expenses -- which item(s) will be covered by rate-payers vs town funds? Should the CIP state this? Water treatment plant and lagoon closures will be a town wide obligations. Smaller projects will be funded by the departments.
- Lagoons -- the line item in the CIP is general. Should this be broken out by Lagoon #1 and Lagoon #2? If it was, it will provide a clearer plan which will be decommissioned first and break-out the costs. #1 needs to be closed next year. #2 has about 12 more years. The commission is most likely combining them together to take advantage of federal and state grants. The commission is meeting with an engineer at the end of the month to determine next steps.

Steve asked there would be a warrant article for Lagoon #1, Cody was not sure but will find out. Steve asked for any other question about the CIP.

- Phil asked about the bridge replacement criteria, do we have management that is monitoring it so that we do get reimbursement. Heather said that one thing that is critical for state reimburse is to make sure that it is on our CIP plan and it is something that we are planning for, once the state reopens and starts to look at things it is simply a matter of when the state is going to fit it in. Dennis, Brittany and Dave will be in charge of that making sure everything is in place. Before the building starts the town would have to appropriate all the funds and then get reimbursed. Steve asked for anything other questions.

School Budget: Last report was from June 30, 2019 and really had no questions regarding the Business/Administrative part other than it shows a positive balance. Heather said there was one question from last meeting as to what the change would be attributed to,

Heather said it would be estimating the special ed cost, estimating transporting cost basically estimates that come in at the end where can finalize the costs.

School CIP:

- There was a concern about the roof estimate of \$700,000 and now \$530,000, part of that was the roof sensing system which would sense how much snow, that has been purchased and installed already so that is no longer part of the cost, when we reroof the elementary school we can reuse that system.
- Steve asked if the roof was going to be a warrant article next year, Heather does not plan on it. Their plan is to put \$200,000-\$250,000 into our building and grounds capital fund and within 3 years we will hopefully can use those funds. Steve asked if there are any other question.

Dates for upcoming meetings:

- November 13, 2019 – Town budget, would like all the dept head to attend
- November 20, 2019 – Finalize town budget and any question, no warrant articles
- December 4, 2019 – School budget, budget will be ready the week of Thanksgiving
- December 11, 2019 – Finalize school budget, any warrant articles if ready

Keep the schedule as is. Steve asked for any questions.

Cody said they have a meeting on October 21 and November 4, will be voting so the committee should have the budget by the November 5. Heather asked if the water/sewer were notified to be here on December 18, Steve will talk to Greg to make sure. Cody said they did an excellent job presenting their budget and it looks pretty good. Steve asked for any other questions.

Approval of September 18, 2019 minutes. Motion to accept by Michael seconded by Robert. Abstained by Heather, Cody and Jen.

Heather said the first budget session the school will be starting Monday at 6:00 at the town hall. Steve asked Cody when we should expect the tax rate, Cody said soon.

Motion to adjourn by Heather, seconded by Jen.

Meeting adjourned 7:45pm

Respectfully submitted:

Cynthia Hounam

LISA L FOGG  
FINANCE DIRECTOR  
finance@townofepping.com



TOWN HALL  
157 MAIN STREET  
EPPING, NH 03042  
TEL: (603) 679-5441  
FAX: (603) 679-3002

## TOWN OF EPPING, NEW HAMPSHIRE

---

---

### MEMORANDUM

---

---

**TO:** BUDGET COMMITTEE MEMBERS  
**FROM:** LISA FOGG  
**SUBJECT:** 3RD QUARTER 2019 BUDGET REPORTS  
**DATE:** 11/7/2019  
**CC:**

---

Here are the September/3<sup>rd</sup> Quarter Budget Reports for 2019. We should be at or around 25% of our General Fund budget left and we are at 30%. We are in pretty good shape for this time of year. Most budgets are either at or above the 25% with a few exceptions. The lease paperwork has been completed for the new Highway Truck and the Roll off Truck, just waiting for trucks to be finished and we can take possession of them. The Library project is well underway and should be complete soon. The highway department has completed its summer project on Prescott Road. The roof on the Safety Facility will not be done this year but we will encumber those funds to do the project next year. The Police Department has ordered its 2 new cruisers. Just a reminder, any expenses for encumbered funds for 2018 will show in our current 2019 budget reports as they are expended. Revenue estimates were updated on September 1<sup>st</sup>. I was able to increase our original estimates \$225,800.00. We should be setting our tax rate soon and I may be able to add another \$50,000.00. 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- \$99,410.25  
ETV RF - \$281,888.86  
Police Detail RF - \$24,588.63  
PSF-Ambulance RF - \$336,244.10  
Water EF - (-\$66,836.67)  
Sewer EF - \$55,096.70

Please let me know if you have any questions.