

Approved as amended \_\_\_\_\_

TOWN OF EPSOM

BUDGET COMMITTEE

NOVEMBER 16, 2010

**Attendees:** Marylou LaFleur-Keane, Chairman; Joyce Heck, Vice-Chairman; Carol McGuire; Brad Keyes; Mike Wiggett; Kevin Reeves; David Fiorentino; Mona McGraw; Penny Graham; Bob Sawyer; Virginia Drew; Keith Cota, Selectmen's Representative

**Not In Attendance:**

**Other Attendees:** Nancy Wheeler; Wayne Preve, Police Chief; Don Harty, Selectman; Stewart Yeaton, Fire Chief

Marylou opened the meeting at 7:04 PM.

Marylou noted she had e-mailed the Police Department paperwork to the Committee members, asking if anyone needed copies for Thursday, Dave, Bob and Virginia do. Marylou noted members should keep the copies of the budget given to them tonight as it would be used for the next several meetings.

**Review of 2010 Expenditures**

Keith reviewed the expenditures to date. The Town has just under 21% unexpended, which is looking good. Some lines have been over expended.

Marylou noted the Selectmen do not take their salaries until December, only Joanne's portion of this line was expended.

Penny asked about the Forestry Services line. Nancy explained he does not bill until the end of the year.

Keith noted adjustments were completed to lines to create salary adjustments for the employees.

Keith noted the Board of Selectmen were reviewing proposals for assessing and mapping for 2011.

Keith noted the Planning Board would be holding a public hearing for the Capital Improvement Plan in December. It would be presented to the Budget Committee after that time.

Keith noted the Town has accepted the Gossville Cemetery so the Cemeteries expenses will be increasing next year.

**Police Department**

Keith noted the \$48,000.00 balance in the Administration area. Marylou asked about dispatch, Chief Preve noted it is paid in full. There were two lines with the cost being moved from one to the other.

Keith noted the roof to the Police Department building was replaced, the driveway resealed and the septic tank was pumped from the 2009 budget.

**Fire Department**

Keith noted the Fire Department budget is holding steady. The vehicle repairs were over expended. They will be having a warrant article for a new engine in 2011. The call volume has increased; the staff has been able to meet the requests.

### **Emergency Management**

There is \$2,500.00 in grant matching funds remaining. They received a 100% grant for a table top exercise that went well. Some of the grant matching funds may be used by the end of the year.

### **Roads Administration**

The Sub Contractors Rental& Leases line is for snow removal only.

There are still bills outstanding for highway reconstruction. The upper section of New Orchard Road has been reconstructed. Center Hill Road is being prepared for reconstruction in 2011. FEMA grants have been received for work on Center Hill Road and Mountain Road.

Marylou has requested further information on accomplishments and what is planned for next year from the Road Agent.

Vehicle maintenance has been over expended. The Board of Selectmen is looking at possible replacement of the trucks with larger size vehicles due to their use. The vehicle repairs were noted with \$11,000.00 spent on the F350 and \$13,000.00 spent on the F550.

Keith noted more work was completed on the roads this year as the town was not trying to clean up after disasters.

### **Health Administration**

This department is holding steady. Mona clarified the Health Officer does not work full time for Epsom.

### **Other Health**

The Visiting Nurse Association completes services for those people who require it and screening clinics.

Community Action Program provides services to people who require assistance for fuel assistance, meals on wheels, and other programs.

### **Welfare Administration**

This department is holding steady also. Keith noted there has been some expenditure increases for vendors.

### **Parks & Recreation**

Improvements have been made to Webster Park.

The Committee took a break from 7:48 to 7:51 PM.

### **Default Budget**

Nancy gave an over view of the Default Budget for 2010. The Selectmen create the default budget; it is posted with the warrant. It is a bottom line budget as is the operating budget. The default budget was \$65,532.00 less than the 2009 operating budget.

### **Proposed 2011 Operating Budget**

Keith noted the Selectmen have been meeting with the Department Heads to determine the budget.

### **Executive/Selectmens Office**

The rent for the current office space has increased per the agreement with the landlord. Keith noted they have negotiated a five year lease with an optional five year extension. Keith noted the rent at the previous location would have increased if the office would have remained there.

This facility has additional space. This year's rent is \$7.25/square foot. The increases over the five year lease agreement will cover the landlord's costs to renovate the area to the Town's requirements. In the mall the rent is going from \$11.00 - \$12.00 square foot.

### **Secretarial/Administrative**

Keith noted there is a 2.5% wage increase throughout the budget with related increases in other lines. The State has mandated an increase in the retirement from the Towns. It was discussed the State cannot expend this money, but they can change the rules regarding it.

### **Executive Secretary**

This position has been increased by \$5.00/meeting. The number of meetings has been reduced as the Selectmen only meet every other week during the summer.

### **Town Clerk**

There is less hours anticipated indicating a decrease in the total expenditures. Printing & Publishing is reduced as there is only one election this year.

### **Administrative/Financial**

Joyce asked why the salary increased 3.7%. Keith noted there was three bonus days for no use of sick leave. Keith noted the health insurance increased by 1.5%. The Town pays 100% for a single person and 75% for families. Keith noted there are employees taking the health plan and not the buyout this year.

Computer Support Expense is increasing as well as the Town adding building permit software.

### **Tax Collector**

There is a reduction in the hours for the Deputy in this area and in the Town Clerk's expenses. There is an increase in Tax Liens as the Town expects an increase in liens.

### **Revaluation of Property**

This line is reduced as the contract has expired for the revaluation. The Selectmen hope the voters will pass a Warrant Article to save money for the revaluation in five years.

### **Planning**

Printing and Publishing costs were reduced as the Master Plan has been completed. From the Regulatory Planning Updates the CIP update, zoning regulation revisions, etc. costs will come from this line.

### **Zoning Compliance**

The assistant is budgeted for 207 hours.

### **Board of Adjustment**

The Board had budgeted for 8 cases with the Selectmen having increased the budget for 12 cases to insure adequate protection. Other lines were also increased to reflect the additional costs for the cases. There is a new line for Filing and Recording fees. The Board requested to increase the application fees to have the ability to record all the decisions at the Merrimack County Registry of Deeds. In the past the applicant was to complete the recording with delays occurring. With the Board recording the decisions this problem goes away.

### **Cemeteries**

The increase is for the mowing for Gossville Cemetery. The Town has 11 Town cemeteries with five budgeted for mowing.

### **Police Department**

The Chief's salary line is up 3.00% to bring more in line with surrounding towns. The retirement contribution has increased to 16.62%.

Rentals and Leases have decreased as texting is used and not pagers.

The Town is opting out from the NH Special Operations Unit as the Department is not up to full staff.

The full time salaries have increased by 6% to make the salaries more competitive with the surrounding towns to retain the officers. The retirement costs have also increased the 16.62%. Oil costs have decreased with a cost of \$2.39/gallon.

### **Fire Department**

The salaries were increased by 4% to bring them up to area towns. Two members have bonus days with another member receiving an additional step due to moving up in training. The retirement is increased to 20.8% for full time employees.

Equipment purchases are slightly down. Ambulance Collection costs are up – the rate is the same with a volume increase.

The paramedic Intercept is up when Concord is used, the Town has one paramedic. Dispatch costs have increased.

The Committee will complete the 2011 budget review on Thursday with a start time of 7:00 PM.

### **Old Business/New Business**

There was no old or new business reviewed.

**Kevin motioned to adjourn, Carol seconded the motion. The motion passed.**

Marylou adjourned the meeting at 9:05 PM.

Respectfully submitted,

Betsy Bosiak  
Recording Secretary