

TOWN OF EPSOM
BUDGET COMMITTEE
JUNE 20, 2019

Present: Marylou LaFleur-Keane, Chairman; Joni Kitson, Vice Chairman; Gary Kitson, Water District Representative; Len Gilman; Joyce Heck; Virginia Drew, Selectmen's Representative; Meadow Wysocki; Linda Hodgdon; Bill Yeaton, School Board Representative

Not in Attendance: Penny Graham; Mary Frambach; Tony Soltani

Other Attendees: Nancy Wheeler; Rob Topik

Marylou opened the meeting at 6:34 PM. She noted that Penny Graham and Mary Frambach would not be present. She had not heard from Tony.

Marylou called for nominations for Chairman. Gary nominated Mary Frambach; Len seconded the motion. Bill nominated Marylou; Joyce seconded the motion. A secret ballot was held with Marylou winning the nomination.

Marylou called for nominations for Vice Chairman. Virginia nominated Joni Kitson as Vice Chairman; Joyce seconded the motion. The motion passed.

February 9, 2019

The minutes of February 9, 2019 were reviewed.

Gary motioned to approve the minutes of February 9, 2019 as amended, Joni seconded the motion. The motion passed.

Marylou requested everyone's telephone number and e-mails. Being sure the names with phone numbers and e-mails being on the Town's Website was discussed. She requested if you did not want your information on the Website to note it next to your name.

Marylou discussed the date for the September meeting. It was determined to hold the meeting on Thursday, September 26, 2019.

Town Budget

Virginia gave highlights of the Town Budget and revisions made due to having a default budget this year. She noted they are at 53% of the year.

Gary asked what would be happening with the remaining funds for the Executive

Recording Secretary. Virginia noted they had not made a decision on that. It was discussed that the new Selectmen's Administrative Assistant is now doing the minutes. Further discussion ensued regarding the position. Gary felt that they were sliding backwards again. Virginia noted that they are not going back to having a Town Administrator. Virginia noted there would have to be movement due to heating cost throughout the budget. Nancy also noted that training lines may be lacking of funds and some of those funds could be used for those items.

Linda asked how money is moved around. Marylou explained that the Budget Committee sets a budget with the Selectmen handling the budget. Nancy noted the Selectmen do not move funds from line to line. She explained how the budget lines are over or under spent.

Linda asked the vehicle to keep track of that. Meadow noted that it is a bottom-line budget and the end result is to not overspend it. Linda noted that she would want to know the line items that were overspent and where the funds would be coming from. Virginia noted that it would be seen in the line items.

Joni noted a line on page 9 that has been overspent that was noted in parentheses. Gary noted the report that he sent out with the default budget lines noted on it.

Gary asked about the Property Insurance that was lowered in the default budget. Nancy noted they hoped the amount on the line will cover the cost. Last year's line also included some deductibles paid that they are not planning on for this year.

Virginia noted there were updates required by the State for the Town Clerk/Tax Collector causing additional expenditures for some of those lines. Virginia noted that some of the lines that are still at 100% will be spent, but have not been to date.

The Tax Collector's Printing and Publishing Line will be overspent to print the second half tax bills.

Gary asked about the cost of the Health Insurance. Nancy explained that someone that left had a family plan where the new person did not. Nancy noted that funds would be required for the Library Health Insurance that this would assist with.

Virginia noted that Books and Periodicals was low, it is a small amount. Virginia noted that it was a cold spring that increased heating costs. Linda asked if the Town bid with other municipalities for these services or joined a fuel client type plan. Nancy noted Epsom tries to use local suppliers with heating oil going out to bid. Joni asked which buildings were covered. Nancy noted it would cover the Town Office, Town Hall and Meetinghouse. Other departments (Fire, Police and Highway) have their own heating lines.

Virginia noted that the Police Department Computer Support Expense was a onetime expense. The Printing and Publishing costs was due to recommendations of MRI. It was

the same for the Evidence Procurement costs.

Virginia noted the overtime costs for the Police Department. Nancy noted money would be used from the full time line to also cover these costs. She noted that the Chief is putting in additional hours and he is on salary. She noted they are continuing to try to employ people.

Virginia noted the Fire Department had a major repair on the oxygen equipment. Two new employees were equipped with gear at a higher cost.

Virginia noted the Fire Department Heat and Oil costs are at 37% remaining with the hope it is a warm fall.

Virginia noted the Highway Department Mileage Reimbursement was used when a Town Vehicle was unavailable. Virginia noted the Full-Time position is under as the employee was hired as a part-time employee in the beginning. The Part-Time line has been overspent with the additional funds coming from the Full-Time Line.

Virginia noted Salt and Sand Lines were low. Len asked about Vehicle Maintenance for the Highway Department. Virginia discussed the equipment that had to be repaired.

Len asked what was purchased under Equipment Purchase. Nancy noted the equipment purchased, i.e. weed whackers with attachments, 2 blowers, pole saw and other items.

Len asked since the Town would be purchasing a large truck; the Vehicle Maintenance line does not have much remaining. Nancy noted that the Road Agent does not expect a lot of repairs when the truck is purchased. Bill and Len discussed there usually are needs to be completed.

Len noted that maybe the Budget Committee, Department Head and Selectmen might want to look at future repairs as the Town's equipment is older. Linda noted the Fuel/Gasoline line was low. Joni noted there was money in the Fuel/Diesel Line.

Virginia noted the Welfare Director has spent most of the Heat and Oil line as clients required more heating fuel also this spring.

Virginia noted the Library would have to be adjusted for Health Insurance. The Management Services was discussed. Nancy explained that this is the money to run the programs, etc.

Meadow asked about the Electricity at the Parks. Nancy noted that the electricity bills have been increasing this year. Nancy noted the Town could shop for the electricity; it would pay UNITIL for the delivery costs.

Virginia noted that the bottom line has 55.97% remaining with 53% of the year remaining.

Gary noted that voters did not vote for the Town or School Budgets with both budgets having failed.

New Business

Len noted last year when they were going through the budget regarding the Police Department and new vehicles. He has spoken with the Police, Fire and Highway Departments regarding equipment. He suggested having a sunset date for equipment and planning for future purchases. Len noted most of the Fire Department trucks are in the 20-year age span. Len asked everyone's opinion on these items.

Marylou noted the Police Department has the funds to purchase a new vehicle each year in the budget. She noted departments should follow the Capital Improvement Program. Joni thought they might have more Warrant Articles if this was done. Nancy noted that surplus budget funds lapse at the end of the year.

Gary noted that voters do not vote for warrant articles if they do not vote for the budget. Len thought they have to be more aggressive presenting them to the voters. Virginia noted it has to be explained that the maintenance line will have to increase or save money in a warrant article. Nancy noted that the Town does try to save money for items. She noted the Department Heads need to take the lead on this.

Bill agreed with Len as to saving funds for purchases. Len noted that he is looking not just at repairing equipment, but the purchase also. Len discussed newer equipment costs to repair due to the electrical systems that run everything.

Gary noted the Police Department purchased a new vehicle every year, but one. That year the repair costs greatly increased for their older vehicle.

The CIP was discussed. Betsy will get an electronic copy of the CIP to send to the Committee members.

Nancy noted that Warrant Articles are the prevue of the Selectmen. Len asked to ask the Department Heads to think about what equipment they might be considering purchasing in the near future. Nancy noted she could send a memo to all the Department Heads.

Virginia noted the information has to be gotten to the voters. Marylou noted items she would request from Department Heads.

Liaison Assignments

Marylou discussed Budget Committee liaisons and the reason for the liaison; assignments are as follows:

BCEP – Len

Cemetery & Water – Gary
Police – Mary
Library – Joni
BOS – Virginia
Town Clerk/Tax Collector – Meadow
Fire & Emergency Management – Penny
School – Bill
Conservation & Welfare – Joyce
Planning, Zoning & ZCO – Linda
Parks – Meadow

**Virginia motioned to adjourn; Len seconded the motion. The motion passed.
Marylou adjourned the meeting at 8:15 PM.**

Respectfully submitted,

Betsy Bosiak
Recording Secretary