

TOWN OF EPSOM
BUDGET COMMITTEE
NOVEMBER 17, 2020

Present: Marylou LaFleur-Keane, Chairman; Joni Kitson, Vice Chairman; Gary Kitson, Water District Representative; Virginia Drew, Selectmen's Representative; Meadow Wysocki; Linda Hodgdon; Joy Sheehan; Penny Graham; Mary Frambach; Joyce Heck

Not In Attendance: Brian O'Sullivan, School Board Representative; Len Gilman

Other Attendees: Deb Sullivan

Marylou opened the meeting at 6:30 PM.

Minutes of October 15, 2020

The minutes of October 15, 2020 were reviewed and amended.

Meadow motioned to approve the minutes of October 15, 2020 as amended, Gary seconded the motion. The motion passed.

Town Budget

Virginia noted that the budget was completed in Quikbooks that saved money. Virginia reviewed the Town budget.

4131440 - Rental & Leases - The Board has renegotiated the lease for the office space with a reduced rent to \$3,000.00 per month.

Virginia noted the new office staff have also worked to reduce the budget.

4131550 - Printing and Publishing – This line has been reduced.

Salaries are reduced for the office staff due to having new staff.

4139150 – Recording Secretary (Board of Selectmen) - Virginia noted the Board's Recording Secretary line has increased as they have had more meetings.

4141130 - Town Clerk - Due to having a new Clerk there is a reduction in wages. The same will be for the Tax Collector.

Linda asked about salary increases. Virginia noted the Board has included a \$0.50 an hour increase for full and part time employees.

Gary asked about salaried positions. Deb explained how the increases were computed for those positions.

Virginia noted there was a savings of \$3,000.00 with the switch to Quikbooks. Virginia noted it will also save on the Financial Administrator's time. Virginia noted the additional work that Deb has had to complete this year due to COVID, etc.

Virginia noted that over 50 applications were received for the Office Assistant's position.

4192150 – Zoning Compliance Officer - There is a new Zoning Compliance Officer. He is budgeted for 30 hours per week for next year. Virginia noted he is an engineer which is helpful to the position.

The Zoning Board of Adjustment is looking for a new secretary. Currently Andrea is assisting the Board.

Virginia noted the Selectmen are looking for new office space. She noted that the Board will be visiting all the town buildings to see what they include.

The property insurance was discussed. It was noted currently the Town has Travelers but speaking with Primex was also discussed.

Virginia noted that the Police Department has been busy. Linda noted that the Vehicle line was reduced by \$7,000.00. Virginia noted that funds will be taken from the Special Detail funds.

Virginia noted the Town's portion of retirement has increased for Police and Fire Employees.

Virginia noted two Fire Department vehicles are out for to be sold. There have been people interested.

The Emergency Management budget has not changed.

The Highway Department budget has a slight increase. The engineering costs are reduced as it was felt they would not be required for next year.

Mary asked if there is money in the budget if we get on the bridge replacement list. It was discussed there is money in the Bridge Capital Reserve Fund.

Virginia noted there has not been a director at BCEP for some time. Gary asked if the \$50,000.00 one-time increase put in several years ago has been removed from the budget. Penny indicated it has not been removed from the budget. It was discussed to have a representative from BCEP come before the committee. Virginia noted they had several increases due to landfill regulations, etc. Also, a discussion occurred regarding the

flooding at the exit driveway. BCEP is working with the State to resolve the issues.

The Welfare Officer has had a difficult year due to COVID. There was no increase in the budget.

There is no change in Parks and Recreation. There were no swimming lessons this year.

4550 – Library - The Library Director is considering retiring and staying part time. Joni asked if the budget was less as the library has been closed. Virginia noted people were able to obtain books. It was discussed that the employees are being utilized in different ways. Activities for children that could be completed at home have been provided.

Virginia noted overall there is a 0.2% decrease over last year in the Town's budget.

Meadow asked what would be on the agenda for Thursday. Currently there is not anything on the agenda. It was determined to have no meeting on Thursday. The next meeting will be December 3.

Gary discussed the Water District. He noted that they received additional income from the extension around the traffic circle.

Gary discussed there was an accident on River Road with a car hitting a fire hydrant. Gary noted that there were no issues at the beginning, however, later there was a major leak. He discussed where the funds would be coming from for the repair, they feel the funds should be reimbursed by the insurance company.

Virginia noted the tax rate is reduced from \$27.09 to \$21.83.

Virginia noted there is a television in the meeting room for Zoom meetings. She noted that Miriam Cahill-Yeaton was chosen as Citizen of the Year.

It was discussed if a department head does not want to come in a conference call could be scheduled.

Meadow motioned to adjourn; Linda seconded the motion. The motion passed. Marylou adjourned the meeting at 8:08 PM.

Respectfully submitted,

Betsy Bosiak
Recording Secretary