

Town of Epping
Budget Committee Meeting
November 17, 2021

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: Michael Charkowski-Chairman, Steve Ozols-Vice Chairman, Ben Leavitt-School Board Rep., Jen Chapman, Robert Hodgman, Mark Vallone-via zoom, John Cody-Town Selectmen Rep., Steve Thomas, Marty Dyer, Mike Lecuyer, Greg Dodge, Lisa Fogg and Cynthia Hounam. Cody Belanger was not present.

Other Attendees:

Chief De'Angelis, Asst. Chief Lombardo, Joe Trombley-Selectman, Tom Gauthier-Selectman, Mike Yergeau-Selectman, Chief Wallace, John Clark and Erika Robinson.

Roll Call:

Ben Leavitt, Steve Thomas, Robert Hodgman, Mike Lecuyer, Jen Chapman, Steve Ozols, John Cody, Marty Dyer, Michael Charkowski, Mark Vallone via zoom and no Cody Belanger.

Approval of the minutes for October 20, 2021. All in favor, Opposed-none.

School Budget Update – Ben said that they are progressing well, he spoke with the administrator and they made some adjustments at the last meeting. They approved it on Friday morning and they will vote on it at tomorrow nights meeting.

1st Town Budget Review: Mike Yergeau read the memo from Lisa (attached).

Michael Charkowski would like to address setting the target at 2.1% increase was not fulfilled, it was a request and asked for their approach.

Mike Yergeau explained that the Principal & Interest Debt alone is \$272,500 and that is all the warrant articles coming on line and that it is of \$357,480 increase. This is also includes the police cruiser, police contract, town clerk and full time employee. These are line items that they have no control over as they were all tax payer approved.

Mike Yergeau asked for any questions.

- Mark Vallone asked what the revenues look like for next year. Mike Yergeau read the memo from Lisa (attached).
- Michael Charkowski said it sounds like the revenues are better than expected.
- Lisa said the state changed the formula for the meals tax and we will receive that the next two years.

Page 2: Town Clerk – Erika Robinson reviewed these line items:

- Software & Support: 13% Increase
 - Support for Interware software, this is where they do all their motor vehicle registrations, which is connected with the state. Without them they would not be able to do any town work.
 - Increase \$350 to help the PD with dog programs. They will be able to connect to town database after hours to see the description, tag # (if registered), type and narrows it down to the street.
- Records Preservation: 28% Decrease
 - Each year they preserve different books, last year was very large, this year they are doing year 1800-1900 and are smaller, it all depends on the materials.
 - They preserve oldest to newest
 - Preserving the books is required by the state
- Dog Fee: 3% Increase
 - Hard to budget as they don't know who is going to register their dog and who is not.
 - John asked who set the fee the state or the town, Erika said the state.
- Training & Seminars: 56% Decrease
- Office Supplies: 35% Decrease. She was asked to cut it as much as she could
- Alarm Systems: 150% Increase.
 - New system through pulse, had to get a new line with 5G the old line would not work.

Page 2: Elections

- There are 3 next year – March, September and November
- Michael asked if this is what the budget looks like for 3 elections, Erika said yes
- Steve Thomas asked how many machines does the town have, Erika said 2. Steve also asked if we own them and if we have to use them, Erika said yes and yes they are very accurate and that she runs them 3 times and as never had an issue.
 - Joe Trombley said that if it does not get read it gets kicked out and counted by hand.

Page 4: Tax Collection: No questions

Page 21: Library – John Clark reviewed these line items

- Steve Ozols asked if the cleaning service is all across the town, John said they have their own.
- Water/Sewer: 25% Increase for both. John said this was budgeting for covid
- Steve Thomas asked how many full time and part time employees. John said 1 full time and 3-4 part time.
- Professional Services: 4% Decrease. This is if someone goes to a convention or something to earn credits.
- Allocation: 2% Increase.
 - John said this was under in 2020, the increase is due to the doubling size of the library, fire suppression and telephone.
- Robert asked if there was any dues, John said no

Page 15: Fire Department. Chief De'Angelis reviewed the line items

- Full Time Salaries: 5% Increase.

- Right in line with this, there was money left over because 3 people left and by the time the new people started they saved money.
- Part Time Salaries: 12% Decrease.
 - No longer have the opioid recovery people in the station, the state cut the program
- Overtime: 0% change
- Details: 0% change
- Physicals: \$4690. The state requires all firefighter have a physical once in their career.
- Computer Maintenance: \$12,500, Chief De'Angelis said they will spend it all next year
 - Dues & Subscriptions: 5% Increase. Same each year, dispatch programs
- Office Supplies: 0% change
- Postage: Always put in \$100
- Vehicle Fuel: 20% Increase
 - Increase of 120 calls this year and the price of fuel rising
- Fire Truck Maintenance: 19% Increase. A lot of repairs this year
 - Ben asked if this includes the ambulance, Chief De'Angelis said no that is paid by the ambulance revenue.
 - Ben asked if the trucks were out of commission for a long period of time, Chief De'Angelis said no the company comes to us.
- Emergency Management: 100% Decrease. Cut out completely

This is a negative 2% budget for 2022

- Robert Hodgman asked if the covid expense was reimbursed, Lisa said fire and rescue was reimbursed for 2020.
- Robert asked how many full time and part employees, Chief De'Angelis said 6 full time, between 43-52 part timers that come and go. Robert asked if the 3 they lost were full or part time, Chief De'Angelis said full time.
- Robert asked if you could send an email to the chairman explaining the dues & subscriptions.
- Mike Lecuyer asked why the 3 left, Chief De'Angelis said 2 of them went to Greenland for more money and a promotion. Mike asked if we give any incentive, Chief De'Angelis said that he would not count this as trend, he has very good full timers. Mike asked how much is it to replace a fulltime, Lisa said estimated \$80,000 salary and benefits, that does not include training.
- Steve Thomas asked how many computers they have, Joe said 9. Steve asked when the contract is up, Chief De'Angelis said he just renewed it.
- Mike Lecuyer asked how he schedules the part time employees, Chief De'Angelis said he assigns them at the beginning of the month.
- Robert asked where the money comes from in they go over in the OT, Lisa said from another area of the budget.
- Robert asked if he sees anything big on the horizon as far as new trucks, Chief De'Angelis said that is in the master plan, in another 2-3 years we buy another ambulance, 8 years out they replace engine 1. This all comes out of revenue for ambulances.
- Mark Vallone asked how training was covered, Chief De'Angelis said out of the revolving fund, ambulance revenue.
- Michael Charkowski asked if they could get a breakdown of expenditure and revenue, he will send a copy of that.

Pag 11: Safety Facility

- Telephone: 0% change

- Security Cameras: 0% change
- Internet Service: 4% Increase
- Alarm Monitoring: 0% change
- Cleaning Service: 11% Increase.
 - Cleaning crew cleans the Police side and the shared area upstairs, the fire does their own cleaning
- Heating Fuel: 1% Increase
 - Ben asked if they get the generator hooked up will there be any additional fuel costs, Chief De'Angelis said no.
- Water: 51% Increase
- Electricity: 14% Increase
- Sewer: 0% change
- Trash Hauling: 20% increase,
- Supplies: 0% change
- Repairs/Maintenance: 67% Increase. Added \$8000 to replace the overhead doors next year.
 - Michael Charkowski asked if this should be put into one-time expense, Chief De'Angelis said no it is only for the ones that get the most use.
- One Time Expense: 100% Decrease. This is due to the well.
- Maintenance-FD2: 78% Decrease. Reduced as \$3500 should be enough to maintain
- One Time Expense FD2: This was for the bathroom and decontamination room.

Page 13: Police Department. Chief Wallace reviewed these line items.

- Ft Salaries: 7% Increase. Due to the union contract
- PT Salaries: 3% Increase
- Cruiser: 100% Increase. Put back into the budget from last year.

New lines were added in for LEACT – This is a bill signed by Gov. Sununu for more training and they have to track that tracking therefore following was added:

- LEACT IT Software: Added \$4950 which includes the automated policies.
 - Purchase software which contains policies, memo, court notices, correspondence from the Attorney Generals office, correspondence within the department, training records and officers can download any training programs to complete online at the station.
- LEACT Accreditation: Was proposed and then taken out
- LEACT Training: Added \$1620.
 - All the training the state mandates the complete, this is based off the number of officers.
- LEACT Equipment: \$56,000 was added but then taken out, that was for body cameras. That will now be submitted on a warrant article.
 - Body Cams are a 3 or 5 year finance
 - Robert asked how many would he get, Chief Wallace said 20, every officer will get one
 - Mike Lecuyer asked where the camera footage is stored, Chief Wallace said it is automatically uploaded to a cloud base storage, then you would have to download it to your computer.
- Health Insurance: 6% Decrease
- Workers Compensation: 6% Decrease
- Uniforms: 26% Decrease. Changed the contract from 750 to 500

- Office Supplies: 2% Deduction
- Animal Control: \$1000 – Moved to the police budget
 - Mike Lecuyer asked how many animal control calls come to you, Chief Wallace said he would have to look that up.

Chief Wallace said that it is a 7% increase but a lot of that is what the town voted on for non-discretionary items.

- Robert Hodgman asked if the covid stipend was reimbursed, Chief Wallace said yes.
- Robert asked why the increase in OT, Chief Wallace said they are always over so he increased, it was lower last year because of covid.
- Robert asked how many full time and part time employees, Chief said 15 FT, 3 PT. There are 17 full time positions.
- Robert asked if he could email the chairman explaining the dues & subscriptions
- Michael Charkowski asked if he has looked into electric cars since we are installing solar panels, Chief Wallace said no he has not, but he does not see why it cannot be done.
- Steve Thomas said the cell phones seem over budget, Chief Wallace said that the laptops run off the cell service.
- Mike Lecuyer asked if they were getting more or less calls, Chief Wallace said more.
- Copier Lease: Steve Thomas said it looks like this will be over budget should it be increased, Chief Wallace said he can certainly do that.
- Police Equipment: Steve Thomas asked if that \$62,100 was a true expense, Chief Wallace said yes when you include the radar, laptop, all the equipment, radio, console, seats, cage and lighting.
- Michael asked about the fuel, seems to be trending higher but it is staying the same, Chief Wallace said they were busier this year with more cruisers on details which will drive the costs up so that may be why you see it higher.

Page 1: Board of Selectman: 15% Increase

- Jen asked about the increase in advertising. Greg said it was for job postings, legal notices and ad pricing have gone up.

Page 1: Town Administration: 2% Increase. Increase for new postage machine

Page 1: Town Meeting: 0% change

- Steve Ozols asked about printing the town report. Greg said they are trying to determine if they need to print as many. The state requires them to print so many,

Page 1: Board & Commissions: 0% change. This is to pay the secretary

Page 3: Finance: 1% Increase. This is all driven by salary.

Page 4: Tax Collection: 12% Increase

Page 5: Treasury: 1% Decrease

Page 5: IT Department: 6% Decrease. Reduction from one-time costs last year.

Page 6: Property Valuation: 2% Decrease.

- Contract Assessor: Steve Thomas said the budget double from 2020-2021, Greg said it was a re-evaluation year. It is 4 year process so in the 5th year you will see a reduction in costs.
- Michael Charkowski asked if it was high for 4 years and low for 1, Greg said he would have to look at the contract, he will get that information.

Page 6: Legal Expense: 23% Decrease. There is ongoing litigation so this line could increase.

Page 6: Personnel Administration: 1% Decrease

- Merit Pay: 0% change. Steve Ozols asked if they were going to spend more this year as not much was spent last year, Greg said they have a proposal this year that will affect that line.

Page 6: Cemeteries: 4% Decrease.

Page 6: Property Insurance: 6% Increase. Greg said the premium went up this year.

- Michael asked how often we renegotiate, Greg said there are two different companies and this is our last year.

Page 6: Health: 0% change

Page 7: General Assistance: 30% Decrease

Page 7: Patriotic Purposes: 0% change. This goes to the legion for all the parade prep, etc

Page 7: Conservation Commission: 0% change

Page 7: Principal Debt: 132% Increase.

- Steve Thomas asked when this is paid, Lisa said annually.
- Marty asked when the land purchase and the library will be done. Lisa said 2029 for the library and 2033 for the land. The water treatment will start next year with a 20 year bond.

Page 7: Interest Debt: 100% Increase. Paid bi-annually

Michael Charkowski said we will finish the remaining town budget at a date and time to be determined

Schedule review:

December 1, 2021 – 6:30pm: First School review

December 6, 2021 – 6:30pm: Rest of the town, Water/Sewer and 2nd round of review questions

December 8, 2021 – 6:30pm: Second School review.

December 15, 2021 – 6:30pm: Clean up for town and school

Warrant articles are due by November 29, 2021

Michael Charkowski motioned to adjourn, seconded by John. Meeting adjourned 10:45pm.

Respectfully submitted:

Cynthia Hounam

LISA L FOGG
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TOWN OF EPPING, NEW HAMPSHIRE

MEMORANDUM

TO: BUDGET COMMITTEE
FROM: LISA FOGG
SUBJECT: 2022 BUDGET CHANGES
DATE: 11/9/2021
CC: GREGORY DODGE, TOWN ADMINISTRATOR

The attached 2022 Budget Worksheets reflect a total increase (including Water & Sewer) of \$30,115.00 or 0%. General Fund only increase is \$357,480.00 or a 4.7% increase. Of this increase \$212,500.00 is for the projected first loan payment for the Water Treatment Plant Project. The remaining increase of \$144,980.00 or 1.9% is for the Union Contract Increases, the second police cruiser added back in and the additional changes note below.

- 8.1% decrease for Health Insurance, 1.5% decrease for Dental Insurance, 17% decrease for Short Term Disability, Overall 8% increase for Workers Comp and 7.7% increase for unemployment rates
- 1.8 % COLA for all non-union employees
- Property & Liability Insurance had an 13.7% rate increase
- NH Retirement rates will show the second half of their fiscal year increases that were effective on July 1, 2021, 10% - Fire, 19% - Police, 26% - other Employees
- TC/TX – Includes costs from 2021 Warrant Article changing part time position to full time
- EL – Increase in elections for 2022
- IT – Decrease for one-time software upgrade
- GGB – Decrease in Tax Deed Property Clean up
- WAT - Decrease in Repairs & Maintenance due to Expendable Trust Fund
- SF – Decreases for one time expenses in 2021
- HWB – Added expenses for the former Keefe site building now under Highway
- PD – Contract salary increases, added software and equipment requirements
- AC – Moved to Police Budget
- FD – Salary changes, Full Time Position from 2021, Decrease for EOC closing, Decrease for Grant ending.
- HW –Salary increases, Multiple decreases in various lines, including one lease payment ending.
- TS – Salary increases, Trash Disposal cost increases
- REC – IT services now included in IT Contract
- LIB – Salary increases
- Water – Salary increases, Machinery & Equipment and Depreciation increases
- Sewer – Salary increases, Various decreases due to less revenue for Septage

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TOWN OF EPPING, NEW HAMPSHIRE

MEMORANDUM

TO: BOARD OF SELECTMEN, BUDGET COMMITTEE
FROM: LISA FOGG
SUBJECT: 2022 REVENUE BUDGET
DATE: 11/17/2021
CC: GREG DODGE - TOWN ADMINISTRATOR

Attached is the estimated revenue budget for 2022. I am estimating a slight increase of \$10,880.00 for 2022 in the General Fund over last year's original estimates. Although our revised estimates in September were increased \$293,300.00 and I expect to add another \$200,000.00 when we set our tax rate, I hesitate to add this much to our estimates for next year. I don't know if this is a trend that will remain or just a one time jump for 2021. Without having our tax rate set, I don't have a lot of answers to some of the questions about the State and Federal funds we have and will be receiving. As always, I would rather make increases than decreases to these estimates before we set the tax rate next October.

The total General Fund Proposed Estimated Revenue is \$2,569,200.00.

Let me know if you have any questions.