

TOWN OF EPSOM
BUDGET COMMITTEE
JUNE 18, 2020

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; Joy Sheehan; Penny Graham; Mary Frambach; Don Harty, School Board Representative

Not in Attendance:

Other Attendees: Deb Sullivan, Finance Administrator

Marylou opened the meeting at 6:30 PM.

Marylou conducted introductions.

Marylou conducted election of officers.

Don nominated Marylou; Linda seconded the motion. The motion passed. Meadow nominated Joni as Vice Chair; Virginia seconded the motion. The motion passed.

Minutes of February 4, 2020

The minutes of February 4, 2020 were reviewed.

Gary motioned to approve the minutes of February 4, 2020; Len seconded the motion. The motion passed with two abstentions.

Marylou passed out the contact list for the committee members. She noted if you do not want a phone number on the website, to note it.

Town Budget

Linda noted that the budget is run at different times and she did not know how many pay periods have occurred between the runs. Deb will determine the number of pay periods to date and get to members tomorrow. Virginia noted there is more than half of the budget remaining.

Virginia noted the Town Budget has over 60% remaining with 50% of the year remaining. Virginia reviewed the budget.

Line 01-4130.2-150 – Secretarial Administrative – Virginia noted this line will be

overspent due to the change in personnel.

Line 01-4140.1-130 - Town Clerk – This line will be okay as the new Town Clerk is not paid as much as the Town Clerk that retired. It is the same issues with the Tax Collector.

It was noted the new Town Clerk had to attend additional training due to COVID and election training.

Line 01-4150.1- 174 – Financial Administrator – The payout for accrued overtime and comp time was more than budgeted as she remained to assist with covering the Administrative Assistant's position.

Line 01-4150.2- 312 – Assessing – This line will come in under budget.

Planning:

Line 01-4191.1-100 – Membership for Regional Planning – The dues are paid for the year.

Line 01-4191.1- 620 – Office Supplies – This line is over, but by a small amount.

Line 01-4191.1-320 – Legal Fees – Linda asked if this line would have issues; Virginia noted Planning had an issue at the beginning of the year. The line should be okay.

Zoning Compliance Officer:

Jay Hickey will be retiring. Marylou asked if the BOS appointed someone to the position, Virginia noted it is a hired position. Meadow asked if hiring a new ZCO would help with the line if salary is less.

Don asked if it would be a full-time position, it is a part-time position. Linda asked about the assistant requested at budget time. Virginia noted they are working on a job description. Linda asked if it was a position that could be partnered with another town. Virginia thought personally no. Penny asked if the ZCO was a salaried position; Virginia noted it was at 29 hours a week.

Line 01-4194.1- 411 – Heat and Oil (General Government Buildings) This will be put out to bid soon. Len indicated they should start getting quotes sooner rather than later. He noted that costs would be increasing.

Police Department:

Virginia noted over all the budget has 59% remaining with the Computer Support Expense paid for the year. Overtime is over due to COVID and other issues. The last officer has completed the Police Academy. The last half of his Academy training was completed virtually.

Fire Department:

Virginia noted overall has 59% remaining. The Town will receive reimbursement for COVID items. Len asked if the Fire Department should review looking at purchasing an oxygen maker rather than purchasing oxygen. He noted costs have increased for his business. Virginia will request the Chief review.

Linda asked if dispatch has been paid for the year; Virginia noted it has been.

Emergency Management – Virginia noted it is fine at 80% remaining.

Highway Department:

Line 01-4312.5-630 – Salt & Sand – Virginia noted it was used heavily from January through March. He will not spend as much through the end of the year. The Center Hill Road Bridge is being completed.

BCEP – This line is paid quarterly.

Line 01-4335.1-390 - Milfoil – Virginia noted is a onetime payout via a Warrant Article and has been paid out. Marylou asked why it was in the Budget as it is a Warrant Article and is not a budget item. Deb noted that there are two Warrant Articles - milfoil and the contingency that should not be in budget. It is an accounting system issue. Marylou requested it be taken out of the budget.

Virginia noted that it is a technological glitch in the system. Deb noted she is making revisions in the system.

Welfare:

Virginia noted the bottom line is 65% and We are in a good spot. Mary asked if things can be applied for through COPID. Virginia noted they could, but there is a formula the Welfare Director has to use.

Swimming Lessons - Will not be used this year.

Band – Penny noted the Band has been cancelled for the year.

Patriotic Services – Some wreaths and possibly flags were purchased. Virginia will check on flags.

Virginia felt the Town was doing okay.

Linda discussed revenue for taxes being collected. Virginia discussed that the Town had a March election. We will not know how things will be affected in the future. She noted the eviction order has expired. She did not know how landlords who have not been paid

will react.

Line 01- 4220.1-635– Len asked where the diesel fuel line was for the Fire Department. He was not sure if it was under gas and oil. He would like to see a separate line. Deb thought the bills came is separate and she could create another line for that.

School

Don noted he was elected to the School Board in March. Their first meeting was at the SAU office. Previously he had been the School Board budget representative in the past. Don noted with the shut down the teachers and administration did a great job.

Don noted the surplus of \$972,000. He noted they budgeted tuition for 190 students at Pembroke Academy with only 161 attending. There are different factors for this, students attending other schools, etc. They are projecting 175 students for next year.

Virginia noted that Deb, Don and the SAU finance person met and discussed they always budget for an extra 5 students for Pembroke Academy. Don noted the Special Programs were under spent. Len noted that it is a lot of money every year. It is one of the things that are not always agreed upon. He noted we have to work with it. He understands why they do it, it cannot be predicted. Don thinks it is something that needs to be looked at.

Don noted transportation is another area with a large surplus. The regular transportation was paid the full contract. Special Education providers had different payouts. There were no field trips due to the shutdown.

Don discussed the lines that had overages on. The school had to purchase a new telephone system.

Meadow asked about encumbrances – it is items that have not been paid for by the end of the year. Marylou noted there is better accounting for the September meeting.

Meadow asked about guidance. Don noted they have hired a second guidance person rather than an additional first grade teacher. It was discussed the new guidance person was hired in September 2019.

There were supplies purchased in preparation for the students returning to the school. Don noted that Mr. Connors wanted to have the school provide supplies so all classrooms have the same things. At this time no one is sure if the school will open in September. Nothing has been proposed at this time. Busing was discussed to have less crowding on the buses.

Meadow asked if grants would be had for some of these costs. Don was not sure. Marylou noted the budget is set and asked how additional items would be paid for. Don discussed the items the School Board has discussed purchasing in anticipation of next year. Marylou noted that many of the students may have temperatures for reasons other

than COVID,

Repairs to buildings – Don noted repairs that are being completed at the school: roof repairs, new carpeting, lighting replacement, water coolers, gym floor replacement, etc.

Equipment Replacement – The curtains on the stage had to be replaced.

Line 4200-40-103 – Site Improvements –A storage container was purchased and revisions were completed to the nurse's office as it now has to have two beds.

The original surplus was \$1,151,000. \$40,000 in repairs were completed and the two Warrant Articles were funded. Don noted that there will be expenses not included next year.

The school reopening was discussed. Don noted if the Governor indicated you have to do certain things; they have to be done.

Joni asked if the school had received all their funds from the Town. It was indicated they have. Joni asked if the funds will be returned to the town. It was discussed it would be an offset for the December taxes.

The Committee thanked Don for his presentation.

Marylou discussed liaison assignments.

It was noted most meeting will be Thursdays with some Tuesdays if needed. Gary asked if the budget could be e-mailed to the committee monthly. Don asked if they would like copies of the school budget after it is closed out, the committee would.

Marylou noted the Budget and Finance Workshop will be virtual. Virginia suggested thanking the Fire Department for setting up for the meeting area.

Meadow asked when the renovations for the Fire Department building would be completed. Virginia noted the work is being put back out to bid.

Mary asked if there was anything being done for students that fell through the cracks; Don noted there will be programs during the summer. Issues with remote learning were discussed.

**Don motioned to adjourn; Linda seconded the motion. The motion passed.
Marylou adjourned.**

Respectfully submitted,

Betsy Bosiak
Recording Secretary