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DRAFT
Budget Committee Minutes
Town of Sandown, NH

Meeting Date: Wednesday, August 10, 2011
Type of Meeting: Public
Method of Notification: Public posting – Town Hall & Post Office
Meeting Location: Town Hall, Second Floor

Members Present: Bruce Cleveland, Selectperson Copp (*Selectman Ex-Offico*), Cathy Gorman, Dawn Nicolaisen and Mindy Salomone-Abood, Ralph Millard, Robert Millard
Members Late to Arrive: None

Meeting was called to order by Chair Mindy Salomone-Abood at 6:30 PM.

Mindy Salomone-Abood asked the Committee to review the minutes of Wednesday, July 13, 2011.

Dawn Nicolaisen asked that the minutes reflect that she questioned the Budget Base Performance. Mindy Salomone-Abood stated that what Dawn is talking about was not discussed at the July 13th meeting, that it was discussed at the June 8th meeting. Dawn objects to that and says her notes of the July 13th meeting reflect the discussion of the Performance Base Budgeting. Mindy Salomone-Abood asked the rest of the Board if they recalled it being discussed and the consensus of the Board was that it was not discussed at the July 13th meeting. Mindy Salomone-Abood also stated that it was an agenda item for the June 8th meeting.

Ralph Millard asked what the Committee decided about the pay raises for the employees. Selectwoman Copp asked if they could finish this discussion first then that one would be addressed.

Selectwoman Copp explained that at one of the meetings she was asked by Dawn Nicolaisen if the department heads would have to deal with performance base budgeting

31 this year and Selectwoman Copp replied no as the BOS have not approved it. Dawn
32 Nicolaisen said this was asked at the July 13th meeting but the minutes don't reflect as
33 such. Selectwoman Copp said tonight's minutes can reflect Dawn's concern. Cathy
34 Gorman said that she remembers a lot of discussion in regards to the items needed from
35 the department heads to help the Budget Committee make their decisions, but feels that
36 performance based budgeting was not being used this year. Dawn Nicolaisen feels that
37 what went out to department heads was not what the Budget Committee discussed at the
38 last meeting. Mindy Salomone-Abood said if the Budget Committee had a discussion on
39 the performance based budgeting at that meeting it would have been brought up and
40 noted at that time that the statement was not on the cover page of the packet. Dawn
41 Nicolaisen disagrees with Mindy Salomone-Abood's statement.

42 **Motion by:** Selectwoman Copp to accept the minutes of July 13, 2011 as amended.

43 **Seconded by:** Cathy Gorman

44 **In favor:** Bruce Cleveland, Selectwoman Copp, Cathy Gorman and Mindy Salomone-
45 Abood.

46 **Opposed:** Dawn Nicolaisen

47 **Abstain:** Robert Millard and Ralph Millard

48 **Motion passes 4-1-2**

49

50 Mindy Salomone-Abood stated that in regards to emails there have been concerns about
51 the discussions that are taking place and she asked that all Committee members conduct
52 themselves respectfully and keep any disputes the Budget Committee is going through
53 between the Budget Committee.

54

55 Mindy Salomone-Abood also stated she received a scheduling request from the recreation
56 committee. They were originally scheduled for October 19th and asked if they can have a
57 later date in the season. Mindy asked why and the response she received was just that
58 they would like a later date. She asked the Committee how they felt about it. The
59 consensus of the Committee was if there was a later date available without changing
60 other accounts around it would be ok. The new date for the recreation committee is

61 December 14, 2011. Mindy Salomone stated that at this time there is not meeting
62 scheduled for October 19th. It is now an open date.

63

64 Selectwoman Copp said that she spoke with Darlene our Finance Director and Darlene
65 asked if she can come before the Budget Committee for one night instead of two.

66 Selectwoman Copp said she took it upon herself to give Darlene permission to only come
67 before the Budget Committee on September 28th and not on September 7th as on the 7th
68 they are discussing budgets that can't be changed such as the Tan Note, etc. The only
69 other budget being discussed that night that may change is the Street Light Account and
70 Selectwoman Copp said she will get all the information she can if the Budget Committee
71 had questions. The consensus of the Committee was that Darlene didn't need to come to
72 the September 7th Budget Committee meeting.

73

74 Mindy Salomone-Abood stated that she received an email from Selectman Brown
75 inviting the Budget Committee to meet with the BOS to discuss possible employee raises
76 and information requested by the Budget Committee from the department heads on
77 Monday, August 8th. She said she respectfully declined that meeting until after the
78 Budget Committee met tonight to discuss it. Mindy Salomone-Abood asks the
79 Committee's opinion as to whether or not they wanted to go before the BOS to discuss
80 the decisions they made at the July 13th meeting. Selectman Brown said he would like
81 the Budget Committee to meet with the BOS in regards to employee raises so it doesn't
82 keep going back and forth between Boards. He feels it would be best if the BOS and the
83 Budget Committee meet and discuss it at the same time so the Budget Committee
84 understands the reasoning of the BOS. Mindy Salomone-Abood stated it is her
85 understanding that the pay raises given by the BOS is something that the Budget
86 Committee cannot change and also that the Budget Committee has already requested
87 level funding from the department heads. She asked the Budget Committee if they
88 wanted to change what they have already requested from the department heads and the
89 consensus of the Committee was no. Also the consensus of the Committee is not to meet
90 with the BOS in regards to employee raises. Dawn Nicolaisen asks since the level
91 funding was already discussed and voted on, if the BOS agree to salary increases is the

92 Budget Committee going to keep level funding by reduce the budget at the bottom line.
93 Mindy Salomone-Abood said that is what level funding is, and there was a lot of
94 discussion regarding this at the last meeting with all of the budget information in front of
95 them. Bruce Cleveland said that his interpretation of that meeting was that given today's
96 economy, the Budget Committee would request level funding but if a department head
97 feels strongly about a certain line item the Budget Committee would look at each budget
98 on a case by case basis. Selectwoman Copp makes a comment in regards to Dawn
99 Nicolaisen's previous comment asking about adjusting the bottom line of the budget.
100 Selectwoman Copp said the Budget Committee can't adjust the bottom line they can only
101 adjust lines within the budget. Dawn Nicolaisen said she doesn't understand that if the
102 BOS increase the salary line how can the Budget Committee decrease it, if they have no
103 say over salary increases. Selectwoman Copp stated the Budget Committee has the right
104 to change any line item in the budget excepted for lines that are contractual or union
105 related. Cathy Gorman said if the BOS choose to give salary increases then it would be
106 up to the department heads to remove that amount from a different line item if they intend
107 to come in with a level funded budget. Selectwoman Copp stated Cathy is correct and
108 she also reminded the Budget Committee that it is their responsibility as elected officials
109 of the Town that they come in with a responsible budget that allows the department heads
110 to run their departments as well. Bruce Cleveland feels that if the department heads need
111 more money they can certainly ask for it, he feels the that the Budget Committee wasn't
112 going to stick to level funding for every budget, especially with the fuel costs rising, etc.
113 Mindy Salomone-Abood stated that by looking at the memo level funding budgets was a
114 goal that was requested and the other two items in regards to the budget worksheets were
115 requirements of the department heads.

116

117 Selectwoman Copp asks all of the Committee members to look at the packet at this time
118 to be sure this is what was voted on so there are no future misunderstandings in regards to
119 the information that is in the packets. Bruce Cleveland listed the items in the packet as
120 the worksheet, mission statement, primary services and responsibilities, current year's
121 accomplishments, and fiscal year objectives, with mission statement examples and the
122 Committee agrees this is the packet that was sent out. Dawn Nicolaisen said this is the

123 packet that she voted on but wants it known that on the front of the packet she wrote
124 questions about the performance based budgeting after looking at the worksheet, with the
125 date of July 13, 2011. She said she did vote on the packet but it was after she asked if it
126 had to do with performance based budgeting being implemented this year and she was
127 told no, that it was only in the exploratory stage. She also feels that she was given false
128 information at that meeting. Selectwoman Copp asked Dawn Nicolaisen if she is
129 bringing charges against any of the Budget Committee members and Dawn Nicolaisen
130 said she is not going to answer the question. She stated that she asked to have the minutes
131 of the July 13th meeting amended and she was told no because the discussion did not take
132 place then and Mindy Salomone-Abood said she is not going to continue to discuss this
133 further. Cathy Gorman said there was a lot of discussion in regards to the packet, and it
134 was discussed to be used for the Budget Committee to gather information from the
135 department heads and wants to be sure the members of the Budget Committee feel the
136 same way. Bruce Cleveland said he feels the same way.

137

138 Ralph Millard said in regards to a comment that was made as to what experience he
139 brings to the Budget Committee he wants everyone to know that he has been retired for
140 the past 25 years, but prior to that he was a supervisor, planner and estimator for the U.S.
141 Navy. Selectwoman Copp said the comment was not made towards him.

142

143 Selectwoman Copp asks all Committee members to be sure they understand what they
144 are voting on prior to voting so there are no further misunderstandings.

145 **Motion by** Selectwoman Copp to adjourn.

146 **Second by** Cathy Gorman.

147 **In Favor**, Mindy Salomone-Abood, Dawn Nicolaisen, Selectwoman Copp, Bruce
148 Cleveland, Robert Millard, Ralph Millard and Cathy Gorman.

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150 Meeting adjourned at 7:06 PM.

151

152 Respectfully submitted,

153 Sue Reynolds