

DRAFT

Budget Committee Minutes

Town of Sandown, NH

Meeting Date: Wednesday, September 7, 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-Officio*), Cathy Gorman, Dawn Nicolaisen and Mindy Salomone-Abood, Ralph Millard

Members Late to Arrive: Robert Millard (6:40)

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, August 10, 2011

Mindy Salomone-Abood stated that the minutes dated July 11th should have been changed to July 13th. This change was made at the August 10th meeting but the minutes didn't reflect the change. Selectwoman Copp said lines 18 & 19 should read Performance Base Budget. Bruce Cleveland said line 92 should read level funding by reducing...Cathy Gorman said line 35 and line 36 should read ... Budget Committee make their decisions and that the forms were not associated with performance based budgeting and it was not discussed.

Motion by Selectwoman Copp to accept the minutes of Wednesday, September 7, 2011 be accepted as amended.

Seconded by Bruce Cleveland.

In Favor, Bruce Cleveland, Selectperson Copp, Cathy Gorman, Dawn Nicolaisen, Mindy Salomone-Abood and Ralph Millard.

31 Mindy Salomone-Abood stated that the Moderator is out of town and requested to come
32 in on September 14th at a later time. It was the consensus of the Committee to have the
33 Moderator come in on September 14th at 7:50.

34 (Robert Millard arrived 6:40)

35 ***Motion by Mindy Salomone-Abood to put the Assessing Account budget 4150.3 on the***
36 ***table for discussion.***

37 ***Second by Selectwoman Copp.***

38 Selectwoman Copp explained that most of the budget is contractual. She said that
39 Visions is an annual maintenance fee, which allows residents to go online and update
40 their information. Dawn asked what the difference is between the Annual Maintenance
41 and the Website Maintenance. Mindy Salomone-Abood said that in the information
42 packet there is an agreement with Vision. It explains that the Website Maintenance
43 allows the values of the property to be updated and allows residents to have access to the
44 records. The Annual Maintenance is the software maintenance such as licensing fees,
45 etc. Bruce Cleveland asked if the names on the budget can be changed to match the
46 contract information. Mindy said she will mention it to Darlene and see if it can be
47 changed. Ralph Millard asked how much it would cost to do a full assessment and
48 Selectwoman Copp said it would cost about \$150,000.00 - \$200,000.00.

49 ***Motion by Mindy Salomone-Abood to accept the Assessing Account Budget with Gross***
50 ***Expenses of \$81,800.00, Revenue of \$0.00 and Net Expenses of \$81,800.00 pending***
51 ***further review.***

52 ***Second by Selectwoman Copp.***

53 ***In Favor***, Bruce Cleveland, Selectperson Copp, Cathy Gorman, Dawn Nicolaisen, Mindy
54 Salomone-Abood, Ralph Millard and Robert Millard.

55 ***Motion passes unanimously***

56

57 ***Motion by Mindy Salomone-Abood to put the Patriotic Purposes Account budget***
58 ***4583.0 on the table for discussion.***

59 ***Second by Selectwoman Copp.***

60 Mindy explains that this is for the fireworks for Old Home Days and for wreaths for
61 Town buildings. Cathy Gorman asked if there was \$4,500.00 budgeted how come only

62 \$4,000.00 was used. Selectman Copp explained that bid was lower than expected and the
63 remainder of the money will go back into the General Fund. Bruce Cleveland asked
64 about the \$1.00 on the Revenue Account and Selectwoman Copp said it is there to hold
65 the line so donations can be accepted if they come in.

66 **Motion by** Mindy Salomone-Abood to accept the Patriotic Purposes Account Budget
67 with Gross Expenses of \$4,600.00, Revenue of \$1.00 and Net Expenses of \$4,500.00
68 pending further review.

69 **Second by** Selectwoman Copp.

70 **In Favor**, Bruce Cleveland, Selectperson Copp, Cathy Gorman, Dawn Nicolaisen, Mindy
71 Salomone-Abood, Ralph Millard and Robert Millard.

72 **Motion passes unanimously**

73

74 **Motion by Mindy Salomone-Abood to put the Debt Exp-Principal Account budget**
75 **4711.0 on the table for discussion.**

76 **Second by Bruce Cleveland.**

77 Mindy Salomone-Abood said there is budget worksheet for this account. This is to pay
78 the principal amount of the loan for the Minton property purchased by the Town a few
79 years ago. Selectwoman Copp explains this is property that the Town purchased the
80 Minton property, now known as the Town Forest.

81 **Motion by** Selectwoman Copp to accept the Debt Exp-Principal Account Budget with
82 Gross Expenses of \$50,000.00, Revenue of \$0.00 and Net Expenses of \$50,000.00
83 pending further review.

84 **Second by** Mindy Salomone-Abood.

85 **In Favor**, Bruce Cleveland, Selectperson Copp, Cathy Gorman, Dawn Nicolaisen, Mindy
86 Salomone-Abood, Ralph Millard and Robert Millard.

87 **Motion passes unanimously**

88

89 **Motion by Mindy Salomone-Abood to put the Debt Exp-Interest Account budget 4721.0**
90 **on the table for discussion.**

91 **Second by Bruce Cleveland.**

92 Mindy Salomone-Abood explains this is the interest on the Minton Property.

93 **Motion by** Selectwoman Copp to accept the Debt Exp-Interest Account budget with
94 Gross Expenses of \$39,025.00, Revenue of \$0.00 and Net Expenses of \$39,025.00
95 pending further review.

96 **Second by** Mindy Salomone-Abood.

97 **In Favor**, Bruce Cleveland, Selectperson Copp, Cathy Gorman, Dawn Nicolaisen, Mindy
98 Salomone-Abood, Ralph Millard and Robert Millard.

99 **Motion passes unanimously**

100

101 **Motion by Mindy Salomone-Abood to put the Tan Note Account budget 4723.0 on the**
102 **table for discussion.**

103 **Second by Selectwoman Copp.**

104 Selectwoman Copp explains this is put in the budget in case the Town needs to borrow
105 money at the end of the year if the tax rate for the following year has not been set. This is
106 strictly for interest to be paid on such loan. She said in the past it has been at \$10,500.00
107 but because of the interest rates going down the BOS feel that \$8,000.00 will be enough.
108 Selectwoman Copp said that the BOS asked if this can be held in a separate account in
109 case it is not used. The answer was no, it has to go be appropriated every year and if it is
110 not used it goes back into the General Fund. Mindy Salomone-Abood said it is used to
111 reduce taxes for the following year or can be used to last minute repairs at the end of the
112 year. Cathy Gorman asked who authorizes how the money in the General Fund is used at
113 the end of the year. Mindy said it is up to the BOS. Selectwoman Copp said most of the
114 money is used to offset taxes for the following year. She also explains the money can be
115 encumbered for the following year as long as there is a contract in place. Also if there is
116 an emergency that something needs to be fixed the BOS have the authority to use the
117 money from the General Fund to repair it. Bruce Cleveland asked if Selectwoman Copp
118 knew how much money is usually left in the General Fund at the end of the year.
119 Selectwoman Copp said it would vary from year to year but Darlene would have the
120 information from year 2010 and previous. Bruce said he would be interested in tracking
121 that for this year. Brenda also said that if a department went over their budget it would
122 be the Selectmen's responsibility to find the money to help that department. Cathy
123 Gorman doesn't understand if the Budget Committee approves budgets for department

124 heads to work with how they can go over it. Selectwoman Copp explained that if
125 liaison's keep a close eye on department's budgets as do the department heads and if
126 there is some reason they are going to go over budget they need to get prior approval
127 from the BOS before they actually do go over. Selectman Copp said it is up to the BOS
128 to find the money for that department but it doesn't happen very often.

129 **Motion by** Mindy Salomone-Abood to accept the Tan Note Account budget with Gross
130 Expenses of \$8,000.00, Revenue of \$0.00 and Net Expenses of \$8,000.00 pending further
131 review.

132 **Second by** Selectwoman Copp.

133 **In Favor**, Bruce Cleveland, Selectperson Copp, Cathy Gorman, Dawn Nicolaisen, Mindy
134 Salomone-Abood, Ralph Millard and Robert Millard.

135 **Motion passes unanimously**

136

137 **Motion by Mindy Salomone-Abood to put the Street Light Account budget 4316.0 on**
138 **the table for discussion.**

139 **Second by Selectwoman Copp.**

140 Mindy Salomone-Abood said there is a budget worksheet with this account. Mindy
141 stated under the significant budget changes, it is noted that in 2009 in was discovered that
142 the Town was being charged for more street lights than they actually have. Bruce
143 Cleveland compliments the committee for filling out the worksheet as it had a great deal
144 of information on it for the Budget Committee. Cathy Gorman called a point of
145 information as she would like to know the amount of the credit that was given to compare
146 the amounts budgeted in 2008, 2009, 2010 and 2011. Bruce stated that according to the
147 work of the Local Energy Committee the \$4,000.00 amount looks reasonable. Mindy
148 Salomone-Abood said this budget it tabled until the information requested is provided.

149

150 Mindy Salomone-Abood asked the Budget Committee to review their budget as she
151 needs to present it to the BOS next week. The Committee worked on the budget
152 worksheet. The Committee voted on the Mission Statement to read: To present an annual
153 budget to the voters that ensures the financial operation of the Town while also
154 considering the economic burden of the Taxpayer. The Budget Committee is an official

155 committee operating under NH RSA Chapter 32 Municipal Budget Law. Under Primary
156 Services and Responsibilities the Board agreed that 1. Would be to present an annual
157 budget to the voters, 2. To ensure the Town has adequate funding to provide services to
158 its residents. Under Fiscal Year Objectives the Board agreed that 1. Would be to Present
159 a level funded budget to voters, 2. Increase communication through budget worksheet
160 and added column on request spreadsheets and 3. To hold adequate number of meetings
161 to reach our objectives.

162 Mindy Salomone-Abood explains how she came up with the amount for the Recording
163 Secretary, which was 18 meetings at 7.5 hours for meeting and transcription and also the
164 final public meeting of 15 hours. This would be a total of \$2,497.50 so she rounded it up
165 to \$2,500.00. She stated that in 2009 only 91% of the budget was used and in 2010 only
166 50% of the budget was used as the meetings were really short last year.

167 Motion by Bruce Cleveland to reduce the Recording Secretary line to \$2,300.00.

168 Second by Robert Millard.

169 Selectwoman Copp said she will not be voting on this motion, but reminds the Budget
170 Committee that how they vote on this will set precedence for all other budgets. Cathy
171 Gorham said that she would like to see what the total impact is on the taxes if all
172 employees received a 2% raise. Selectwoman Copp said that she did request that
173 information from Darlene, but she was not able to have it for this week but she plans on
174 having it for next week's meeting. Mindy Salomone-Abood stated that the raises are for
175 all regular employees and not for stipend employees and was approved by the BOS. She
176 also said the raises are merit raises not COLA and recording secretaries don't have
177 performance reviews. Cathy Gorham stated that she is not in favor or against anyone
178 getting a raise depending on their performance, she simply wants to see the total impact
179 before she makes a final decision.

180 ***In Favor*** Selectwoman Copp, Dawn Nicolaisen, Ralph Millard and Robert Millard.

181 ***Opposed*** Mindy Salomone-Abood and Cathy Gorham.

182 ***Abstain*** Selectwoman Copp.

183 ***Motion passes 4-1-2***

184 Mindy explains the Supply line is usually very little except for this year as they bought a
185 new digital recorder for the recording secretary. The Committee agreed to leave the

186 Seminars at \$80.00. Ralph Millard talked about level funding budgets and not including
187 pay raises.

188 The total for the Budget Committee budget is \$2,480.00 and the consensus of the
189 Committee is to present this amount to the BOS.

190

191 ***Motion by Mindy Salomone-Abood to put the Election & Registration Account budget***
192 ***4140.2 on the table for discussion.***

193 ***Second by Selectwoman Copp.***

194 This budget is being presented by Rosemary Bruno and Diane Thompson. Rosemary
195 said there will be 3 elections in 2012. Mindy Salomone-Abood asked about the Software
196 line and Rosemary explained it was for anti-virus software for the laptop they use for the
197 voter registrations. Cathy Gorham asked what the Copies and Manpower is and why it's
198 not being used and Rosemary said it is for training and mileage if it comes up. She also
199 said she has asked several times for the line titles to be changed to read Training/Mileage.

200 ***Motion by Mindy Salomone-Abood to accept the Election & Registration Account***
201 ***budget with Gross Expenses of \$3,725.00, Revenue of \$50.00 and Net Expenses of***
202 ***\$3,675.00 pending further review.***

203 ***Second by Selectwoman Copp.***

204 ***In Favor***, Bruce Cleveland, Selectperson Copp, Cathy Gorman, Dawn Nicolaisen, Mindy
205 Salomone-Abood, Ralph Millard and Robert Millard.

206 ***Motion passes unanimously***

207 Dawn Nicolaisen asked how this account received revenue and Rosemary said it was by
208 selling voting lists at \$25.00 each.

209

210 Mindy Salomone-Abood stated there are 2 members of the Budget Committee attending
211 the NH LGC Budget Workshop. She told the committee members to get their
212 information to Lynne so she can register them.

213

214 Cathy Gorham asked how the Cable Board was coming with residents with satellite
215 receiving the meetings. Selectman Copp said the Chris Donnelan is still looking into it.

216

217 Mindy Salomone-Abood listed the budgets that will be discussed next week and asked
218 the Committee if they needed any other additional information. The Committee was
219 good with the information they have.

220

221 **Motion by** Selectwoman Copp to adjourn

222 **Second by** Bruce Cleveland.

223 **In Favor**, Bruce Cleveland, Selectperson Copp, Cathy Gorman, Dawn Nicolaisen,

224 Mindy Salomone-Abood, Ralph Millard and Robert Millard.

225 **Motion passes unanimously**

226

227 Meeting adjourned at 8:00 PM.

228

229 Respectfully submitted,

230 Sue Reynolds