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DRAFT
Budget Committee Minutes
Town of Sandown, NH

Meeting Date: Wednesday, September 14, 2011

Type of Meeting: Public

Method of Notification: Public posting – Town Hall & Post Office

Meeting Location: Town Hall, Second Floor

Members Present: Bruce Cleveland, Selectwoman Copp (*Selectman Ex-Officio*), Cathy Gorman, Dawn Nicolaisen, Mindy Salomone-Abood, Ralph Millard and Robert Millard
Recording Secretary: Sue Reynolds

Not Present: Dawn Nicolaisen

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, September 7, 2011. Ralph Millard stated line 180 should read In Favor, Bruce Cleveland, Dawn Nicolaisen....., Line 183 the vote should be 4-2-1. Cathy Gorman stated lines 177, 181 and 187 should read Cathy Gorman, not Gorham. Mindy Salomone-Abood stated line 67 should read Net Expenses of \$4,599.00 and lines 185 and 186 should read the Committee reduced the Seminars line from \$100.00 to \$80.00.

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

Seconded by Robert Millard.

In Favor, Selectwoman Copp, Bruce Cleveland, Mindy Salomone-Abood, Robert Millard, Ralph Millard and Cathy Gorman.

Motion passed unanimously

31 **Motion by Mindy Salomone-Abood to put the Building Account Budget 4241.2 on the**
32 **table for discussion.**

33 **Seconded by Bruce Cleveland**

34 This budget is presented by Ken Sherwood.

35 Mindy Salomone-Abood explains this is a permit based budget. Ken Sherwood said it
36 has substantially decreased. He said he has tracked the permits through the week he had
37 the figures for and prorated them for the rest of the year to come up with an amount for
38 next year. He doesn't feel the building in Sandown will increase next year.

39 Selectwoman Copp asked why there is a zero in the Revenue line and Ken Sherwood said
40 he has \$10,010.00 on his copy.

41 **Motion by** Selectwoman Copp to accept the Building Account budget with Gross
42 Expenses of \$9,050.00, Revenue of \$10,010.00 and Net Expenses of -\$960.00 pending
43 further review.

44 Seconded by Mindy Salomone-Abood.

45 **In Favor**, Selectwoman Copp, Bruce Cleveland, Mindy Salomone-Abood, Robert
46 Millard, Ralph Millard and Cathy Gorman.

47 **Motion passed unanimously**

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50 **Motion by Mindy Salomone-Abood to put the Code Enforcement Account budget**
51 **4241.3 on the table for discussion.**

52 **Seconded by Robert Millard**

53 This budget is presented by Ken Sherwood.

54 Ken stated this is for all building code questions and permits.

55 Mindy Salomone-Abood asked if he received a performance evaluation from the BOS
56 and he said he has in the past.

57 **Motion by** Bruce Cleveland to accept the Code Enforcement Account budget with Gross
58 Expenses of \$3,566.16, Revenue of \$0.00 and Net Expenses of \$3,566.16 pending further
59 review.

60 **Seconded by** Robert Millard

61 **In Favor**, Bruce Cleveland, Robert Millard, Ralph Millard and Cathy Gorman.

62 **Opposed** Selectwoman Copp and Mindy Salomone-Abood

63 **Motion passed 4-2-0**

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66 **Motion by Mindy Salomone-Abood put the Electrical Inspection Account budget**

67 **4241.5 on the table for discussion.**

68 **Seconded by Bruce Cleveland.**

69 This budget is presented by Ken Sherwood.

70 Bruce Cleveland asked about the Phone line and Ken said the total bill for the phone is
71 divided up between all of his budgets. He said the bill is about \$60.00 per month. Mindy
72 Salomone-Abood said this is also a permit based budget. Bruce asked about the Books
73 line and Ken said he on a 3 year cycle and this year no books are needed.

74 **Motion by** Selectwoman Copp to accept the Electrical Inspection Account budget with
75 Gross Expenses of \$4,405.00, Revenue of \$5,180.00 and Net Expenses of -\$775.00
76 pending further review.

77 **Seconded by** Robert Millard.

78 **In Favor,** Selectwoman Copp, Bruce Cleveland, Mindy Salomone-Abood, Robert
79 Millard, Ralph Millard and Cathy Gorman.

80 **Motion passed unanimously**

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83 **Motion by Mindy Salomone-Abood to put the Septic Account budget 4242.1 on the**
84 **table for discussion.**

85 **Seconded by Bruce Cleveland.**

86 This budget is presented by Ken Sherwood.

87 Bruce Cleveland asked about the Revenue line and Ken said that is from permits. Bruce
88 also asked about the pumping line and Ken said if a resident has a problem with their
89 system and it is overflowing and is a hazard the Town will pump the tank but he hasn't
90 had to use it as of yet.

91 **Motion by** Mindy Salomone-Abood to accept the Septic Account budget with Gross
92 Expenses of \$2,000.00, Revenue of \$2,550.00 and Net Expenses of -\$550.00 pending
93 further review.

94 **Seconded by** Robert Millard.

95 **In Favor**, Selectwoman Copp, Bruce Cleveland, Mindy Salomone-Abood, Robert
96 Millard, Ralph Millard and Cathy Gorman.

97 **Motion passed unanimously**

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100 **Motion by Mindy Salomone-Abood to put the Health Officer Account budget 4411.0 on**
101 **the table for discussion.**

102 **Seconded by Robert Millard.**

103 This budget is presented by Ken Sherwood.

104 Bruce Cleveland asked about the Water Testing line and Ken Sherwood said it is for the
105 Town Hall, Town Beach and other Town Buildings. He sad about a year and a half ago
106 there was a problem with the water system and it needed to be tested often. He said it is
107 mandatory to test the water quarterly because they are on a community water supply.

108 Cathy Gorman asks about the Revenue line for this budget and Ken said it is from the
109 inspections. Selectwoman Copp stated that the BOS allowed employees pay raised up to
110 2% but she hasn't seen any evaluations so she asked Ken who put it in his budget and he
111 said he had no idea, but it didn't come from him. It was suggested to talk to the Finance
112 Director.

113 **Motion by** Selectwoman Copp to accept the Health Officer Account budget with Gross
114 Expenses of \$4,116.16, Revenue of \$50.00 and Net Expenses of \$4,066.16 pending
115 further review.

116 **Seconded by** Robert Millard.

117 **In Favor**, Bruce Cleveland, Robert Millard, Ralph Millard and Cathy Gorman.

118 **Opposed** Selectwoman Copp and Mindy Salomone-Abood

119 **Motion passed 4-2-0**

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121

122 Mindy Salomone-Abood reviewed the information that the Committee asked her to get.
123 ***Motion by Selectwoman Copp to remove the Street Light Account 4316.0 from being***
124 ***tabled and to put it back on the table for discussion.***

125 ***Seconded by Mindy Salomone-Abood.***

126 The Budget Committee requested information in regards to the credit that was given back
127 in 2008/2009 and wanted to know the amount charged for those years as well. The
128 response was as follows: In 2008, \$5,616.00 was budgeted, \$5,560.06 was paid. In 2009
129 \$5,900.00 was budgeted and \$3,734.42 was the expense, however the credit covered the
130 expense for that year and zero dollars was cost for that year. The credit of \$6,383.25 was
131 issued on March 2009 as the Town had been overcharged for some time. In 2010
132 \$1,500.00 was budgeted as there was a remainder of the credit of \$2,648.83. The actual
133 cost for that year was \$3,860.20. After the credit expired the amount that was paid was
134 \$1,211.37 in 2010 and budgeted \$4,213.00 for 2011. Mindy Salomone-Abood asked if
135 the questions had been cleared up and Cathy Gorman said they are for her. Bruce
136 Cleveland said that is about a 10% increase from last year. Mindy said the rates are set
137 by PSNH and they have increased quite a bit.

138 ***Motion by Selectwoman Copp to accept the Street Light Account budget with Gross***
139 ***Expenses of \$4,225.00, Revenue of \$0.00 and Net Expenses of \$4,225.00 pending further***
140 ***review.***

141 ***Seconded by Cathy Gorman.***

142 ***In Favor***, Selectwoman Copp, Bruce Cleveland, Mindy Salomone-Abood, Robert
143 Millard, Ralph Millard and Cathy Gorman.

144 ***Motion passed unanimously***

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147 Mindy Salomone-Abood read a letter stating if all Town employees received a 2% raise
148 the total impact would be \$17,305.82. Selectwoman Copp said this amount does not
149 include the union police officers and she is not sure about the 3 non union police officers.

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153 There was a question as to how much money has been left over in the General Fund at the
154 end of the year for the past few years. Mindy Salomone-Abood said for 2008
155 \$44,360.64, for 2009 \$167,693.09 and for 2010 \$157,087.49. Bruce Cleveland asked if it
156 is tracked to see where it is spent. Selectwoman Copp said it can be applied to the next
157 year's taxes, it can be encumbered for the following year or it can be used to pay for
158 unexpected items that come up at the end of a year. Bruce again asked if it is actually
159 tracked. It was suggested to ask the Finance Director where the money was actually
160 applied. Mindy Salomone-Abood asked if the money amounts stated is the money left
161 over after all monies are divided and Selectwoman Copp said she didn't think so, but
162 wasn't sure. She believes this is the amount left over on December 31st. Mindy
163 Salomone-Abood said she will contact the Finance Director in regards to this.

164

165 **Motion by** Selectwoman Copp to take a 15 minute break as they have time before their
166 next appointment.

167 **Seconded by** Bruce Cleveland.

168 **In Favor**, Selectwoman Copp, Bruce Cleveland, Mindy Salomone-Abood, Robert
169 Millard, Ralph Millard and Cathy Gorman.

170 **Motion passed unanimously**

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173 **Motion by Mindy Salomone-Abood to put the Conservation Commission Account**
174 **budget 4619.0 on the table for discussion.**

175 **Seconded by Selectwoman Copp.**

176 This budget is being presented by Brian Butler and Chuck Crowe. Mindy Salomone-
177 Abood stated this committee is run under RSA 36A. Mindy asks if the budget worksheet
178 was filled out and Chuck Crowe said no it is not something he utilizes. Robert Millard
179 said it wasn't a tool for the Conservation Commission to use, it was to inform the Budget
180 Committee of their intent as a Commission. Mindy Salomone-Abood asked the goals of
181 the Conservation Commission. Chuck said to promote resources, reserve additional
182 resources and to make the Town aware of watershed. Mindy asked about percentages of
183 land should be conserved and Chuck said right now they have 4% and their goal is 10%.

184 The properties now include the Minton Property, Greenwood Hut, Porter Property and
185 several smaller private lands. Chuck said the Commission is looking at land along
186 Cranberry Meadow. Brian Butler said it is much smarter to keep conservation land
187 together and not to have an acre here and there. He also said the Commission is looking
188 for larger parcels. Cathy Gorman asked if the Town is required to purchase more land
189 and Chuck said it is up to the Town, it is the Commissions responsibility to present the
190 parcels of land to the Town that are good wildlife and watershed practices. Selectwoman
191 Copp states the Conservation Commission gets 100% of the land use taxes so they have
192 money they can work with or they can present it to the Town to see if they want to put it
193 on a warrant article. Mindy Salomone-Abood asked about the recording secretary/admin
194 assistant and if an evaluation had been done. Chuck said the evaluation was done at the
195 last meeting in non public session but they have not discussed it yet with their recording
196 secretary. Ralph Millard asked what the Education and Awareness line is for. Chuck
197 said it is to educate the Town on using the resources available. Brian Butler also stated
198 they hold several events under that line such as the Fishing Derby, Earth Day Clean up
199 and the Fall Festival. Chuck said they just purchased a map for the Town Forest and
200 Brian said they are also working on a tri-fold brochure to distribute to the residents.
201 Mindy Salomone-Abood asked about the website maintenance and Chuck said they have
202 their own website, they have had it long before the Town had theirs and didn't feel the
203 Town's website was running as smoothly as it should so they decided to keep their
204 website separate for now. Brian Butler said maybe someday they will consider becoming
205 part of the Town's. Mindy was glad to see the mission statement on the Conservation
206 Commission's website front page. Selectwoman Copp asked about the rate of pay for the
207 recording secretary and Chuck said the current rate is \$17.45. Mindy Salomone-Abood
208 asked about the fishing derby. Chuck said they had over 80 kids and they get donations
209 from local businesses, etc. Brian commended Heidi Chaput for putting together such a
210 great event. Brian said the land in Town is donated and stocked for the derby.
211 **Motion by** Selectwoman Copp to accept the Conservation Commission Account budget
212 with Gross Expenses of \$9,013.66, Revenue of \$240.00 and Net Expenses of \$8,773.66
213 pending further review.
214 **Seconded by** Bruce Cleveland.

215 ***In Favor***, Selectwoman Copp, Bruce Cleveland, Mindy Salomone-Abood, Robert
216 Millard, Ralph Millard and Cathy Gorman.

217 ***Motion passed unanimously***

218 Brian said for anyone to give Chuck or Brian a call if they are interested to see any of the
219 Conservation land.

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221

222 ***Motion by Mindy Salomone-Abood to put the Elec & Reg Account budget 4140.2***
223 ***(moderator) on the table for discussion.***

224 ***Seconded by Selectwoman Copp.***

225 This budget is being presented by Ted Winglass. Mindy Salomone-Abood asked how
226 many elections for 2012, and Ted said there are three, the Primary, Town Election and
227 Presidential. Mindy asked why such a large increase in the budget. Ted explained the
228 increase in the Ballot Clerk is because there are 3 elections this year and there were only
229 2 last year. He also explained there is an increase in ballots this year as the state no
230 longer pays for them. Meals increased as lunch is purchased for the workers, which is
231 about \$100.00 per election. Selectwoman Copp said this budget should be in line with
232 2010 and it definitely fluxuates due to the number of elections. Ted also said he
233 increased the Moderator's line as there are 3 elections this year and he takes a number of
234 days out of work to get this job done. Also he said in 2010 in was \$500.00 and in 2011
235 was \$250.00. Ted said he will complete the worksheet and Mindy said she will re-email
236 it to him. Cathy Gorman asked if 2008 budget was available. Mindy said she may be
237 able to get that for her.

238 ***Motion by*** Selectwoman Copp to accept the Election & Registration Account budget
239 ***(moderator)*** with Gross Expenses of \$8,600.00, Revenue of \$0.00 and Net Expenses of
240 \$8,600.00 pending further review.

241 ***Seconded by*** Robert Millard.

242 ***In Favor***, Selectwoman Copp, Bruce Cleveland, Mindy Salomone-Abood, Robert
243 Millard, Ralph Millard and Cathy Gorman.

244 ***Motion passed unanimously***

245

246 Bruce Cleveland asked how the Budget Committee can make it known that they are
247 looking for the budget worksheets for the upcoming budgets. Mindy Salomone-Abod
248 said that she will send an email to all department heads again with reminders of the
249 meetings. Selectwoman Copp suggested for Mindy to ask Lynne to send an email to
250 department heads stating if budgets don't come in with the worksheets they will be
251 rescheduled. Selectwoman Copp also said it is a good tool to use and would make it
252 easier for department heads during the budget meetings and would be a good reference in
253 future years. Ralph Millard said it is also something they can build on for the following
254 years.

255

256 Cathy Gorman asked about passing budgets with raises included in them and the
257 Committee agreed not to. Mindy said that's where excepting or opposing the budget that
258 is presented comes into play. She said if you don't want to accept the budget with the
259 raise you can oppose the budget or you can make a motion to reduce the payroll line
260 within the budget. Cathy said she will be more cautious of that in the future.

261 Selectwoman Copp told Mindy that she can also ask the Finance Director how the raise
262 amounts are being put in the budgets if reviews haven't been done as of yet.

263

264 Mindy also explains that all budgets are pending to further review at this time. The final
265 budget is discussed in January so up until that point these meetings and budgets are
266 preliminary at this time. Once the budgets are accepted in January, they cannot be
267 changed until deliberative session.

268

269 Meeting adjourned at 8:15 PM.

270

271 Respectfully submitted,

272 Sue Reynolds