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**DRAFT**  
**Budget Committee Minutes**  
**Town of Sandown, NH**

**Meeting Date: Wednesday, September 28, 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*), Dawn Nicolaisen, Mindy Salomone-Abood, Ralph Millard and Robert Millard

**Not Present:** Cathy Gorman

Recording Secretary: Sue Reynolds

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 21, 2011. Mindy Salomone-Abood said line 66 should read Net Expenses of \$3,850.00.

**Motion by** Selectwoman Copp to accept the minutes from Wednesday, September 21, 2011 as amended.

**Seconded by** Robert Millard.

**In Favor,** Selectwoman Copp, Bruce Cleveland, Mindy Salomone-Abood, Robert Millard, Ralph Millard and Dawn Nicolaisen

**Motion passes unanimously**

**Motion by Mindy Salomone-Abood to put the ZBA Account budget 4191.3 on the table for discussion.**

**Seconded by Selectwoman Copp.**

This budget is being presented by Steve Misner, Chairman of the ZBA.

31 Mindy Salomone-Abood asked if Steve filled out the budget worksheet and he said no, he  
32 never received one. He said if one is given to him he will fill it out. Selectwoman Copp  
33 said although there is a big decrease in the budget she wonders why only 8.7% of this  
34 year's budget has been used as it should be at 86% this time of year. Steve Misner stated  
35 that from 2003 until last year they had between 11 and 23 cases per year and this year  
36 they have only had 2. He said there has been a big decline in the past 3 years. He also  
37 said the seminar is on November 14<sup>th</sup> and most of that line will be used. Selectwoman  
38 Copp asked about the payroll line as well. Steve states that the payroll is for the  
39 recording secretary and they have only had 2 meetings this year. Mindy Salomone-  
40 Abood asks about the books. Steve said there are a few books they need, one is the RSA  
41 codes and there is another book from the State in regards to zoning information. Mindy  
42 asks why the Revenue line is zero when in past years there has been an amount in that  
43 line. Steve said he requested the Revenue to be \$800.00. Bruce Cleveland said in 2009  
44 \$1,000.00 was received and in 2010 \$920.00 was received. He asked if \$800.00 is a  
45 realistic number. Selectwoman Copp said usually Revenue is a guess and it is better to  
46 underestimate it than to overestimate it. Ralph Millard asks about the retirement and SSI  
47 and Selectwoman Copp said she will answer that question after this budget is finished.

48 **Motion by** Mindy Salomone-Abood to reduce the Revenue line to \$500.00.

49 **Seconded by** Bruce Cleveland.

50 **In Favor** Ralph Millard, Selectwoman Copp, Bruce Cleveland, Dawn Nicolaisen, Mindy  
51 Salomone-Abood and Robert Millard.

52 **Motion passes unanimously**

53

54 **Motion by** Selectwoman Copp to accept the ZBA Account with Gross Expenses of  
55 \$1,969.94, Revenue of \$500.00 and Net Expenses of \$1,469.94 pending further review.

56 **Seconded by** Bruce Cleveland.

57 **In Favor** Ralph Millard, Selectwoman Copp, Bruce Cleveland and Dawn Nicoliasen,

58 **Opposed** Mindy Salomone-Abood and Robert Millard.

59 **Motion passes 4-2-0**

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61

62 **Motion by Mindy Salomone-Abood to put the Finance Director Account budget 4150.1**  
63 **on the table for discussion.**

64 **Seconded by Bruce Cleveland.**

65 This budget is being presented by Darlene Ford the Finance Director. Bruce Cleveland  
66 asked what the Computer Hardware/Software line is for and Darlene said it is for the  
67 payroll subscription through Quick Books.

68 **Motion by** Selectwoman Copp to accept the Finance Director Account with Gross  
69 Expenses of \$50,375.00, Revenue of \$0.00 and Net Expenses of \$50,375.00 pending  
70 further review.

71 **Seconded by** Bruce Cleveland.

72 **In Favor,** Bruce Cleveland, Selectwoman Copp, Dawn Nicolaisen

73 **Opposed** Mindy Salomone-Abood, Robert Millard, Ralph Millard

74 **Motion Fails 3-3-0**

75

76 Ralph Millard asked about the SSI for this budget and Selectwoman Copp said there is a  
77 separate budget that the SSI is paid from. Mindy Salomone-Abood said that is in the  
78 Benefits budget.

79

80 Selectwoman Copp expresses her concern as to why the Finance Director's budget didn't  
81 pass. She states she doesn't want to ask the Budget Committee their reasoning for voting  
82 the way they did, but she would like to explain to the Finance Director why the budget  
83 didn't pass. She said she doesn't understand why this budget didn't pass if it is because  
84 of the 2% increase as other budgets has passed previously. She said she is very surprised  
85 that it didn't pass. Darlene Ford handed the Committee a printout of salaries of 28  
86 Towns in the area and she is the lowest paid out of all of them. She feels that she is not  
87 overpaid for what she does. Selectwoman Copp said she feels the Committee didn't vote  
88 down the budget due to the performance of the Finance Director. Mindy Salomone-  
89 Abood said she voted against the budget because of the 2% increase given. She said she  
90 stated at the beginning of the season that she was not in favor of the 2% increase and she  
91 has voted against every budget that has come in with any salary increase in it and she will  
92 continue to oppose any budget that has a salary increase. Selectwoman Copp asked

93 Mindy if she would review the other budgets again that were passed with the salary  
94 increase and Mindy stated that she personally opposed every budget that came in with  
95 any salary increase, including when the Budget Committee put their budget together.  
96 Mindy Salomone-Abood asked the Committee if they wanted to continue to look at the  
97 Finance Director's budget or do they want to table it. Selectwoman Copp said she is not  
98 sure what should be done. Although she backs the Budget Committee 100% she feels  
99 there is an inconsistency with the Committee that shouldn't be as some budgets have  
100 passed with a salary increase and this one was not. She feels if the Committee doesn't  
101 want to approve the increase then a motion to remove it should be made then approve the  
102 budget without the increase, opposed to not passing the entire budget for that reason.  
103 Mindy asked the Committee remembers if the other budgets that were passed with the  
104 salary increase if they were level funded or lower. That could be the case as well. Bruce  
105 Cleveland looked up budgets 4241.3 and said that was approved with a 2.01% increase,  
106 4411.0 has the 2% salary increase but the total budget was under budget by 1.67% and  
107 4619.0 came in with a 1.82% decrease in the budget. Selectwoman Copp suggests to  
108 remove the 2% increase and it would be up to the Finance Director to find the money  
109 elsewhere in her budget as this is a bottom line budget. Mindy asked how this is a  
110 bottom line budget and Selectwoman Copp said all budgets are a bottom line budget so if  
111 one line item is over expended the money is taken from another line in the budget.  
112 Mindy asked for suggestions from the other Committee members as to what to do.  
113 Bruce Cleveland said he is bothered by the salaries that the Finance Director presented  
114 and is concerned as to where her salary is. He also said last week a salary was reduced  
115 by more than the 2% increase to bring the salary equivalent to others in the area and this  
116 salary is much less than others in the area and the Budget Committee isn't increasing it.  
117 Mindy said there was research done in regards to lowering the Treasurer's budget and  
118 with the Finance Director's salary you don't know how long the others have been in that  
119 position. Selectwoman Copp said she is concerned in regards to the upcoming budgets  
120 and what the BOS have already approved she feels this is going to continue to happen to  
121 all of the budgets presented. She feels the Budget Committee should come to an  
122 agreement before they continue to review budgets. Robert Millard said he feels that if the  
123 Committee doesn't agree with the salary increase then a motion should be made to

124 remove it from the budgets. Bruce Cleveland said it is not up to the Budget Committee to  
125 determine who gets the raise and who doesn't. Selectwoman Copp said it is not up to the  
126 Budget Committee as to who gets the increase and who doesn't. She said the BOS  
127 already approved the increases, the Budget Committee can decide not to fund the raise  
128 and remove the amount from the budget and then it would be up to the departments to  
129 find that amount of money somewhere else in the budget, or it would be up to the BOS to  
130 find the amount of the salary increase they approved for each department. Dawn  
131 Nicoliasen wanted to clarify that even though the BOS approved the salary increases, the  
132 Budget Committee can not approve an entire budget if it is just the payroll line that is in  
133 question. Selectman Copp said yes, that is the point she is trying to make. She doesn't  
134 want the Budget Committee to oppose an entire budget just because of the salary  
135 increase. Mindy Salomone-Abood asked what 1,560 hours x .46 is and Bruce Cleveland  
136 said it is \$717.60. Then she asked to deduct that amount from the Gross Expenses and  
137 Bruce said it is \$49,657.40.

138 **Motion by** Mindy Salomone-Abood to accept the Finance Director Account budget with  
139 Gross Expenses of \$49,657.40, Revenue of \$0.00 and Net Expenses of \$49,567.40  
140 pending further review.

141 **Seconded by** Robert Millard.

142 Bruce asked what figures he would change to make the bottom line add up and Mindy  
143 said it is a bottom line budget and to just change the bottom line. Selectwoman Copp  
144 said yes it is a bottom line budget but all of the lines within the budget need to add up to  
145 the Gross Expenses. Mindy said that would be up to the Finance Director to drop other  
146 lines. Selectwoman Copp said the motion should include a line in the budget to be  
147 reduced by the same amount as the Gross Expenses so the numbers in the budget add up.  
148 Mindy said she will remove the amount from the Supply line to so that the bottom line  
149 will match and Selectwoman Copp does not agree with that as she feels it should come  
150 out of the Payroll line. Mindy said she did not make a motion to remove anything from  
151 the Payroll line and Dawn Nicoliasen agrees with Mindy, and also questions  
152 Selectwoman Copp's earlier statement as to this being a bottom line budget.  
153 Selectwoman Copp's concern is that if just the bottom line is changed the numbers within  
154 the budget will not add up to the bottom line and she also feels if the amount in question

155 is from the Payroll line then why is it being taken from the Supply line and not just taken  
156 from the Payroll line. She also said that if the money is removed from the Supply line  
157 then it will look like the Committee didn't approve the Supply line and were ok with the  
158 Payroll line. Dawn said for the record she voted for the budget and feels that  
159 Selectwoman Copp is looking at her like she voted against it. Selectwoman Copp said  
160 that is not true, she doesn't know who voted how as she was floored it didn't pass. Dawn  
161 said this happens every year with every budget, when it's a bottom line budget so why  
162 now does a motion need to be made to a specific line item. Selectwoman Copp said the  
163 Committee wants a transparent budget and you will not get that if you just reduce any  
164 line to match the bottom line. Mindy said if she removes the amount from the Payroll  
165 line the Committee will end up with a tie as they did with the previous motion. She also  
166 states that if this is a bottom line budget then the Finance Director has the right to use  
167 money from any line for anything within that budget and she also said that the Budget  
168 Committee has the right to reduce the bottom line by a certain percent and the Finance  
169 Director would be in the same position. Selectwoman Copp said she agrees with what  
170 Mindy is saying and the only reason she is suggesting that a line item be reduced is so the  
171 budget is transparent and so that when she adds it up it matches. She said she is a  
172 numbers person and it won't make sense if the numbers don't match the bottom line.  
173 Dawn wants to be sure if the Committee decided to change the Payroll line and the  
174 Finance Director spent the money in the budget as she wanted and the Payroll line goes  
175 over because she got the raise and the bottom line is where it is supposed to be that is ok.  
176 Selectwoman Copp said on Bottom line budgets yes that is ok.

177 ***In Favor*** Mindy Salomone-Abood.

178 ***Opposed*** Dawn Nicolaisen, Bruce Cleveland, Selectwoman Copp, Robert Millard, Ralph  
179 Millard.

180 ***Motion fails 1-5-0***

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185 ***Motion by Mindy Salomone-Abood to put the Library Account budget 4550.0 on the***  
186 ***table for discussion.***

187 ***Seconded by Selectwoman Copp***

188 This budget is being presented by Tina Owens, Barbara LaChance, Diana True, Carol  
189 Stafford, Louise Pajek and Patty Sarcione (bookkeeper from out of town).

190 Mindy Salomone-Abood thanks the Library Trustees for filling out the budget worksheet.

191 Bruce Cleveland asks for an electronically copy of the P&L of 2010 electronically.

192 Mindy Salomone-Abood asks about the information of an upgraded circulation system  
193 and asks what lines in the budget reflects that. Barbara LaChance said the

194 Training/Education line and the Office Expense line. Barbara said this is a new system

195 that will check material in and out and also operates the entire library. She also explains

196 that the Training/Education line has increased by \$500.00 because she feels more training

197 will be needed for the new system going in and also the Office Expense line is up due to

198 the annual support on the new system. This will be much more than what they currently

199 have. Bruce Cleveland asks if the lines will remain at that level for years to come or just

200 for 2012. Barbara said she thinks the training is a 1 time event, but she is not absolutely

201 sure as it is a really big system and make take more than year to understand it. Barbara

202 said right now the support contract is \$500.00 and it will go up to \$2,400.00 for the new

203 system. Mindy mentions that the Retirement line is lower and Barbara said rates for 2012

204 have decreased. Mindy asked about the Library Tech salary going from \$13.48 to \$13.75

205 and Barbara said that was a decision the Trustees made due to a market analysis that was

206 done. Bruce asks about the New Equipment line and Barbara said the \$1,100.00 is from

207 a State contract with HP. Mindy asked if the total salary increase is \$2,475.33. Barbara

208 said yes, but to keep in mind the total budget only increased by 1.19%. Diana True stated

209 that Barbara actively seeks grants to keep the budget low. Barbara explained that she

210 researched and was awarded a grant for the new telephone system, which is why there is

211 a decrease in that line. Tina Owens asked as a taxpayer and as a Trustee if the problem

212 with the budget is because of a difference of opinion with salary increases with the BOS

213 and the Budget Committee. Mindy said not everyone on the Budget Committee feels the

214 same way so rather than oppose budgets that come in the Committee may need to do is to

215 reduce the budget by the amount of the salary increase in order to pass the budget.

216 Selectwoman Copp said if the salary increase does not pass through the Budget  
217 Committee it has nothing to do with anyone's performance.

218 **Motion by** Mindy Salomone-Abood to accept the Library Account budget with Gross  
219 Expenses of \$272,000.00, Revenue of \$100.00 and Net Expenses of \$271,900.00 pending  
220 further review.

221 **Seconded by** Robert Millard.

222 Tina Owens asked if the amount it is lowered by is for the salary increases and Mindy  
223 said yes and also some from the Oil line as well. Barbara LaChance asked why the Oil  
224 line is being lowered. She said she estimated oil at \$4.00 per gallon. Mindy said there is  
225 no way the Town will pay more than \$4.00 per gallon and she estimated the amount at  
226 \$3.80 per gallon. Barbara said she is ok with the estimate for the oil as long as every  
227 other department will be estimated at the same rate. She doesn't feel the Library account  
228 should be treated any differently. Mindy said she will estimate oil for all departments at  
229 the \$3.80 per gallon.

230 **In Favor** Mindy Salomone-Abood, Robert Millard, Ralph Millard, Bruce Cleveland

231 **Opposed** Dawn Nicolaisen, Selectwoman Copp.

232 **Motion passes 4-2-0**

233

234 Selectwoman Copp said she is really confused as to why the Library Account passed and  
235 the Finance Account didn't.

236

237 **Motion by Mindy Salomone-Abood to put the Finance Director Account budget 4150.1**  
238 **on the table for discussion.**

239 **Seconded by Selectwoman Copp**

240 **Motion by** Robert Millard to reduce the Payroll line to \$48,228.40.

241 **Seconded by** Ralph Millard.

242 **In Favor** Robert Millard, Ralph Millard, Mindy Salomone-Abood, Bruce Cleveland.

243 **Opposed** Selectwoman Copp, Dawn Nicolaisen.

244 **Motion passes 4-2-0**

245



246 **Motion by** Mindy Salomone-Abood to accept the Finance Director Account budget with  
247 Gross Expenses of \$49,423.40, Revenue of \$0.00 and Net Expenses of \$49,423.40  
248 pending further review.

249 **Seconded by** Robert Millard.

250 **In Favor** Robert Millard, Ralph Millard, Mindy Salomone-Abood, Bruce Cleveland.

251 **Opposed** Selectwoman Copp, Dawn Nicolaisen.

252 **Motion passes 4-2-0**

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254

255 Selectwoman Copp asks the Budget Committee which budgets from the BOS need to  
256 have budget worksheets included with them. It was decided that the BOS budgets that  
257 need worksheets are Government Building, Executive Account and possibly Community  
258 Assistance (if the info is available to the public). Also it was discussed that the  
259 Recreation department can present one worksheet for all three accounts as long as they  
260 are all specified on the worksheet. The Highway department needs one and the  
261 Sanitation department needs one. Also the Police department needs one, the Animal  
262 Control needs one, Fire needs one and Rescue needs one.

263

264 Bruce Cleveland said he is interested in two areas on the budget worksheet which is what  
265 have you done last year and what do you plan to do next year.

266

267 Selectwoman Copp asks Mindy if she can put an email reminder out to upcoming  
268 departments asking for the budget worksheets.

269

270 Mindy Salomone-Abood stated that the budgets that are being discussed next week are  
271 the Tax Collector, Town Clerk and Budget Committee budgets. She asks the members of  
272 the Committee if they need any additional information for the accounts prior to next  
273 week. The committee is all set.

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277 Motion by Selectwoman Copp to adjourn.

278 Seconded by Mindy Salomone-Abood

279

280 Meeting adjourned at 8:05

281

282 Respectfully submitted,

283 Sue Reynolds