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DRAFT
Budget Committee Minutes
Town of Sandown, NH

Meeting Date: Wednesday, October 12, 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, 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, October 5, 2011.

Motion by Selectwoman Copp to accept the minutes of Wednesday, October 5, 2011 as written.

Seconded by Bruce Cleveland.

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

Motion passes unanimously

Motion by Mindy Salomone-Abood to put the Planning Board Account budget 4191.1 on the table for discussion.

Seconded by Selectwoman Copp.

This budget is being presented by Mark Treager, Chairman of the Planning Board.

30 Robert Millard asked what the Ads line is for and Mark said when there are postings of
31 ordinances, sub division or site plan regulations there needs to be a hearing and it needs
32 to be publicized. Selectwoman Copp asks about the recording secretary. Mark said Betty
33 Patterson is the Planning Board aide. She used to also do the minutes of the meeting but
34 they now have a new person doing the meeting minutes. He said Betty works in the
35 office about 3 days a week for about 15 hours. Bruce Cleveland asked about the Legal
36 line and Mark said they consult with lawyers, and at times they can be sued, but this line
37 is primarily for consulting with the Town attorney. Dawn Nicolaisen asked what the
38 difference is between the Consulting line and the Legal line. Mark said most of the
39 money from the Consulting goes to Rockingham Planning Commission, which is an
40 organization that supports 27 Towns with consulting services, build out plans and they
41 are a conduit for grant money as well. Mark said they are a resource to rely as different
42 situations arise. Cathy Gorman asks if the Town also had to pay for grant applications if
43 we are paying the Rockingham Planning Commission for the access to the grant money.
44 Mark said yes, the money in the budget is for matching funds grants, and sometimes it's
45 an 80/20 or a 50/50, and he says the money is going towards the Master Plan at this time.
46 He states that the Master Plan is a set of chapters that has established all of the planning
47 regulations for the Town. It is created with the public input and Zoning Ordinances and
48 long term goals are put together for the Town accordingly. Mark said they are in the
49 process at this time to update the Master Plan and they are looking for the resident's
50 input. Cathy asks if the open space is for conservation land and Mark said it's not just
51 that. He explained that it is all the open space in the Town that has not been built on. It
52 is used for a planning prospective so if they had a developer come in and ask to build on
53 certain property they can determine where it would be best to put the property and what
54 should be left at undeveloped property. Dawn Nicolaisen asks Mark if the fees would
55 change depending on what is being developed. Mark said yes that is an estimated amount
56 as he doesn't know what the future brings. He said last year they had zero sub division
57 applications and this year they have already received 4 so they have no idea for next year.
58 Bruce Cleveland asked about the reduction in the Revenue line. Mark said the Revenue
59 is generated from application fees for sub division plans and this year they have only had
60 \$3,900.00 come in so far, which is why they dropped the Revenue line to \$4,000.00 for

61 next year. Cathy Gorman said that looking at the Gross Expenses of the budget it is
62 coming in at a -4.70%, but if you look at the Net Expenses it looks like there is a 27%
63 increase. Selectwoman Copp said it is better to underestimate revenue and the amount of
64 the budget that should be looked at is Gross Expenses, which reflects the decrease in the
65 budget. Mark explains that they lowered the Payroll, Mileage, Education lines and they
66 added \$1,000.00 to the grant line so the total budget is coming in at \$1,800.00 less than
67 last year. Cathy asks what the Mileage line is for and Mark said it is for trips to the
68 Registry of Deeds. Cathy is concerned that there are too many hours budgeted for the
69 Recording Secretary. She feels that based on the number of meetings each year and a 3
70 hour meeting the hours should be about 188 hours not the 300 submitted. Mark based his
71 numbers on 10 hours per month and some meetings could run longer than 3 hours. Mark
72 also said he doesn't want to cut this line too much so they don't have to go the BOS and
73 ask for more money.

74 **Motion by** Mindy Salomone-Abood to reduce the Recording Secretary payroll to \$15.92
75 for 2012, at 300 hours x \$15.92 = 4,776.00.

76 **Seconded by** Robert Millard.

77 Mark doesn't agree with the reduction and asked why the merit is being taken away.
78 Mindy stated that a number of the Budget Committee members feel there should not be a
79 salary increase this year. Selectwoman Copp stated it is not just this budget that this has
80 happened to. She also stated that when she votes against the motion she is not voting
81 against the budget, she is voting against the reduction in the salary line. Bruce Cleveland
82 asked if this is a new person and how long she has been doing it. Mark Treager said she
83 is new, she has been with them since March or April and cleaned up a lot of work and has
84 been doing a great job.

85 **In Favor** Mindy Salomone-Abood, Cathy Gorman, Ralph Millard, Robert Millard.

86 **Opposed** Selectwoman Copp, Bruce Cleveland, Dawn Nicolaisen.

87 **Motion passes 4-3-0**

88 Mark Treager asked what this means and Mindy said the Committee is only funding that
89 position at \$15.92.

90

91 **Motion by** Cathy Gorman to decrease the Legal line from \$2,000.00 to \$1,600.00 as it
92 has not gone over the \$1,600.00 in the past 3 years.

93 **Seconded by** Robert Millard.

94 Mark is concerned as this is an unknown as they never know how much money they will
95 use and he cautions the Committee in regards to reducing this line as he doesn't want to
96 have to go to the BOS to get the money if needed at the end of the year. Selectwoman
97 Copp states this is the only other budget other than the Executive Budget that has a Legal
98 line and it is extremely important to have enough money in this line if needed. She also
99 stated that the BOS reduced their Legal line in the Executive Budget and if this line is
100 reduced she will recommend the BOS to increase their Legal line. She said that all the
101 budgets are coming in so tight that the BOS can't find the money if it is not there. Cathy
102 Gorman asks about the money in the General Fund and Selectwoman Copp explains that
103 the money that is in the General Fund at the end of the year it can be used towards the
104 next year's taxes. Also some of the money can be encumbered for the following year if
105 there is a contract in place for this year but the work can't be done until the beginning of
106 the next year. She also states it is not a fund that can just be used at any time for any
107 reason.

108 **In Favor** Cathy Gorman, Robert Millard, Ralph Millard

109 **Opposed** Bruce Cleveland, Selectwoman Copp, Mindy Salomone-Abood, Dawn
110 Nicolasien.

111 **Motion fails 4-3-0**

112 Ralph Millard asked about the development costs and the taxes not being included in the
113 original budget. Mark Treager states that if the property is more than 10 acres it can be
114 put into current use. If it is broken up to less than 10 acres they pay a small fee. It is up
115 to the Town as to when the home owner begins to pay taxes on that purchased property.
116 Mark also stated that although the new purchase of a home generates taxes it also
117 generates expenses such as the school tax fees.

118 Motion by Mindy Salomone-Abood to reduce the Payroll line to \$20,433.00.

119 Seconded by Ralph Millard.

120 **In Favor** Cathy Gorman, Robert Millard, Ralph Millard, Mindy Salomone-Abood

121 **Opposed** Bruce Cleveland, Selectwoman Copp, Dawn Nicolasien.

122 **Motion passes 4-3-0**

123

124 Mindy thanks the Planning Board for completing the Budget Worksheet and said they did
125 a great job on it.

126

127 **Motion by** Mindy Salomone-Abood to accept the Planning Board Account budget with
128 Gross Expenses of \$33,333.00, Revenue of \$4,000.00 and Net Expenses of \$29,333.00
129 pending further review.

130 **Seconded by** Robert Millard.

131 **In Favor** Cathy Gorman, Robert Millard, Ralph Millard, Mindy Salomone-Abood, Bruce
132 Cleveland

133 **Opposed** Selectwoman Copp, Dawn Nicolasien.

134 **Motion passes 5-2-0**

135

136 Mark Traeger said the Planning Board has a sub-committee which is the Capital
137 Improvement Plan and he is asking for help from the Budget Committee to get
138 information from department heads. The CIP is a committee that is asking department
139 heads to look ahead for several years and project large items or improvements that their
140 departments may be in need of so the CIP can add it to their plan and put it on a Warrant
141 Article as they have done with the Police Station. He is asking the Budget Committee if
142 they can ask the department heads to complete this information along with the budget
143 worksheet as part of the budget process. Mindy said that is something that the Budget
144 Committee can look at for next year. She also asked if departments have put things on
145 warrant articles and they have been voted down and maybe this is why they are not
146 responding and Mark doesn't feel that is the reason. He feels that everyone is busy and
147 may not have the time to do it, but he feels that if they do take the time to do it, it can be
148 very beneficial.

149

150 Mark also states that the total salary amount that was removed from the budget was
151 \$96.00, which is only .04 per tax bill. Ralph Millard states this is only 1 budget. Mark
152 feels like with this reduction it is impacting one person and not impacting any of the

153 residents. Robert Millard explains that if he gives one person the salary increase then he
154 has to give every employee the salary increase. He also states because of the confusion at
155 the beginning of the budget season as to who would receive the increase and who
156 wouldn't he decided that he wasn't voting for anyone to receive an increase this year.
157 Mark states he doesn't understand why he was asked to do the employee review if she
158 isn't going to receive the raise. He also states that only one employee received the
159 increase, not both. Robert Millard said he is not saying that the employee can't have the
160 raise, it is a bottom line budget and Mark can find the money somewhere else in the
161 budget if he wants to. Selectwoman Copp said to put it in perspective, the increase was
162 also removed from the Budget Committee's budget as well. Dawn Nicolaisen stated that
163 the total impact for all salary increases is less than 1/2% of the entire budget and not
164 everyone on the Committee is in favor of the reduction. She also suggests that all tax
165 payers come to the Deliberative Session to voice their opinions and things may change

166

167 Mindy Salomone-Abood said there is not meeting next week and Frank Giunta will be at
168 the Town Hall with updates of things happening in Washington. She said the next meeting
169 will be October 26th and the budgets that will be discussed are the Highway Facility and
170 Highway Operating budgets. Mindy asked the members of the Committee if they needed
171 additional information for these budgets to let her know and she will get it to them.

172 Bruce Cleveland stated that on the 2009 P&L there is no budgeted amount just what was
173 spent and all other years it has both.

174

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

176 **Seconded by** Bruce Cleveland

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178 Meeting adjourned at 7:20

179

180 Respectfully submitted,

181 Sue Reynolds