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

**Meeting Date: Wednesday, August 22, 2012**

**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, Lauren Cairnes, Ralph Millard, Robert Millard and Cathy Gorman  
Recording Secretary: Sue Reynolds

Meeting was called to order by Bruce Cleveland at 6:30 PM.

Bruce mentioned that there is an upcoming workshop on September 18<sup>th</sup> and the cost is \$60.00 per person. Bruce asks if anyone is interested in going. Bruce reminded the Committee to be aware when expressing individual opinions they sometimes can be misconstrued by others. Bruce also asked the Committee if anyone needs a badge for identification, Brenda Copp said all Committee members and Town employees need badges for identification purposes. Bruce said that if anyone wants to use their personal email as well as their Town email he is happy to use both, he asks that Committee members send him the email they want to use. Brenda Copp said that in the past month the Town email has changed and Committee members need to go to Town Hall to have their email activated or they won't be able to receive mail. Robert Millard said that he doesn't have email so he will go to Town Hall and pick up any necessary paperwork.

Bruce Cleveland asked if any of the Committee members had anything they wanted to

29 Discuss. Ralph Millard resigned from the Budget Committee effective immediately as he  
30 is going to pursue other endeavors. The Committee thanks Ralph for all of his years of  
31 service to the Town.

32 Brenda Copp suggested to hold off on electing positions of the Budget Committee until  
33 the open seat is filled.

34 **Motion by** Brenda Copp to elect Bruce Cleveland as Acting Chairman until Board is  
35 complete, then the elections will take place.

36 **Seconded by** Cathy Gorman.

37 **In Favor** Brenda Copp, Dawn Nicolaisen, Lauren Cairnes, Robert Millard and Cathy  
38 Gorman.

39 **Abstain** Bruce Cleveland.

40 **Motion passes 5-0-1**

41

42 Dawn Nicolaisen asked how the Budget Committee will fill the opening. Brenda Copp  
43 said the Budget Committee appoints their own members and usually they ask the next  
44 highest vote getter from the previous election, which in this case is Jon Goldman. Bruce  
45 said he will contact Jon to see if he is interested in accepting the position. If Jon refuses  
46 the position then the Budget Committee position will be posted. Brenda Copp said if Jon  
47 is interested he can come to the next meeting and begin with a non public session to hire  
48 him. She can swear him in and they can have their meeting as scheduled from there.

49

50 The Committee reviewed the 2013 schedule and Bruce would like to post the entire  
51 schedule and make adjustments as needed. The posting will be at the Town Hall, Post  
52 Office and on the website. Brenda Copp offered to call Robert Millard with any changes  
53 to the schedule or cancellation as he does not have email access. Bruce Cleveland said  
54 that he will give notifications within 24 hours via email otherwise he will call everyone.

55

56 The Committee discussed the goals of the Budget Committee. Bruce Cleveland discusses  
57 the graph that he put together and noted that in 2005 the budget increase was 18% but it  
58 decreased dramatically in 2006 to 6%, all the way to 2012 which was 1%. Bruce feels  
59 that the budget is going in the right direction, but also feels like there needs to be some

60 kind on increase each year due to the cost of living increases. Brenda Copp appreciates  
61 the graph and complements the Budget Committee and Department Heads for working  
62 together for preparing reasonable budgets. She doesn't feel the Budget Committee needs  
63 to continuously cut budgets as the Department Heads are doing their job preparing  
64 responsible budgets. She said that the responsibility of the Budget Committee is to be  
65 sure the money is being spent properly. Bruce Cleveland said he would like to see the  
66 Department Heads let the Budget Committee know of any large upcoming purchases. He  
67 feels that the mission statement on the budget worksheet is not needed. Bruce asked the  
68 Committee's opinion on this. Robert Millard said he would like to see more of a  
69 breakdown of the maintenance of the departments. He feels the Budget Committee  
70 should determine if the amount being spent on repairs is worth it or if in fact the vehicle  
71 should be replaced. Brenda Copp said that most of that information is found in the P & L  
72 and feels that the department heads are being frugal with their budgets. Dawn Nicolaisen  
73 said the responsibility of the Budget Committee is to be sure the funds are being spent  
74 well and no to micro-manage the departments. She said that all receipts are turned into  
75 the Finance Director and any information he wants to look at is available. Robert Millard  
76 said he wants to be sure that department heads aren't asking for maintenance money for  
77 one thing and spending it on something else. He would also like to know what the Town  
78 owns for vehicles and how much is being spent on maintenance on each vehicle each  
79 year. Brenda Copp feels that what Robert is asking for is impossible. Kathy Gorman  
80 agrees with Bruce and she would like to know of any large upcoming purchases as well.  
81 Also she would like to be sure that they are projecting in the right areas so money isn't  
82 coming out of one line item and being used for something else. Brenda Copp asks that if  
83 the Committee can take some time at the first Budget Committee meeting to review the P  
84 & L and be sure that all Committee members understand how to read them. She feels it  
85 is a very important tool and should be read correctly. Bruce Cleveland said the Budget  
86 Committee will be using Robert's Rules for the upcoming season.  
87 The Committee agreed to ask the Department Heads for any large upcoming purchases  
88 and after a lengthy discussion they decided that it would be too much information and  
89 work for the Department Heads to provide a maintenance list of any and all equipment  
90 within their department as Robert had suggested. The Committee felt it best if Robert

91 contacted Darlene, the Finance Director for any information that he needs in order for  
92 him to make a knowledgeable decision on the budgets.

93 Bruce Cleveland said he will type up the budget requirements for the department heads  
94 and he will email them to the Committee. Bruce also feels that the goals of the Budget  
95 Committee are to be sure the budgets are good and that the money is being spent well.

96

97 Bruce Cleveland is looking for ways to receive information from the public. Not  
98 necessarily responding to all of them, but he is looking for a way to receive public input.

99 Brenda Copp said that for the last two years at the end of the meeting the next week's  
100 agenda was mentioned so that if anyone had any input to it they knew a week ahead of  
101 time that they can come down and give their input if they wanted to. Cathy Gorman feels  
102 that people are so busy they won't take the time to come down and she feels that an email  
103 would be good and has agreed to take that on. Brenda Copp suggests not to involve a  
104 specific website in Town for means of communication as things can become  
105 misconstrued and taken out of context. Dawn Nicolaisen feels that the schedule is the  
106 avenue for the Townspeople to see. Lauren Cairnes asked why the Committee is so  
107 against the email process. She feels that is a good avenue to take and would like to take  
108 time during the meeting to discuss the emails that came in and not necessarily respond  
109 back to them. Bruce said that is what he is looking for but not necessarily discuss them  
110 all during the meeting. Brenda Copp said public elected the Budget Committee to do a  
111 job and the budgets are already on a schedule. She feels that if too much time is taken to  
112 discuss emails then it will throw off the budget schedule. She also feels that is what the  
113 meetings are for and the residents are invited to come to the meetings. Bruce Cleveland  
114 asked that this discussion be tabled until the next meeting as there is a mixed feeling from  
115 the Committee. Bruce said his goal is looking for feedback from the public but not  
116 looking to take time from the meeting to discuss every email.

117

118 Bruce Cleveland announced that next week the Budget Committee will be discussing the  
119 following budgets: The Assessing, Patriotic Purposes, Tan Note, Debt Expense  
120 (principal), Debt Expense (interest), Street Light, Finance, Election Reg. (moderator),  
121 Election Reg (supervisor of the checklist).

122 Meeting adjourned at 7:25

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124

125 Respectfully submitted,

126 Sue Reynolds