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DRAFT
Budget Committee Minutes
Town of Sandown, NH

Meeting Date: Wednesday, September 5, 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 Cairns, Ralph Millard, Robert Millard and Cathy Gorman
Recording Secretary: Sue Reynolds

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

Bruce Cleveland asked the Committee to review the minutes of August 22, 2012.

Lauren Cairns corrected the spelling of her name throughout the minutes.

Bruce asked that line 22 read email for Budget Committee notices....

Motion by Selectwoman Copp to accept the minutes from August 22, 2012 as amended.

Seconded by Bruce Cleveland.

In Favor, Bruce Cleveland, Brenda Copp, Dawn Nicolaisen, Lauren Cairns, Robert Millard, Cathy Gorman.

Motion passes unanimously.

Bruce Cleveland asked Jon Goldman to come to the table to fill the position of the vacant seat. Selectwoman Copp asked Jon for his qualifications in order to join the Committee. Jon said he has lived in town for 7 years and has served on the Budget Committee for two previous terms. He also stated he manages a million dollar budget for his job as well and he would like to make sound decisions for the taxpayers of the Town. Bruce spoke of the number of votes Jon received and also noted that the last term that Jon served he held the

31 Vice Chairman's position. Bruce asked for any comments from the Committee and
32 Robert Millard said that he wanted the Committee to know that they do not have to take
33 the next highest vote getter and offer them the vacant position. He said that he spoke to
34 LGC and was told that the position should have posted for anyone in town to apply for
35 the position. Dawn Nicolaisen and Lauren Cairns strongly agree with Robert Millard and
36 they also feel that they were misled at the last meeting when they asked the question as
37 to how the position is filled and Brenda Copp replied that the position is usually filled by
38 the next highest vote getter on the ballot. Lauren, Dawn and Robert all stated that after
39 the meeting they looked into the way the opening should be handled and found that the
40 position should have been offered to anyone in town that is qualified, not just to Jon
41 Goldman. However, they all stated this has absolutely nothing with Jon himself, but with
42 the process in which the invitation took place. There was a long discussion as to whether
43 the Committee should appoint Jon Goldman to the Committee this evening or to wait and
44 go through the posting of the vacancy, review letters of intent and then do interviews.
45 Some Committee members felt it would be ok to appoint Jon this evening so they can
46 have a full Board moving forward and discussing the upcoming budgets and other
47 members felt it would be best to have a 6 person Board until the invitation was put out to
48 all of the residents of the town that are qualified, and this process could take upwards of 2
49 – 3 more weeks before the Budget Committee had a full Board. Jon Goldman asked 3
50 times to go into non public session to discuss this as he felt the Committee was discussing
51 his qualifications for this position. After speaking with Lynne Blaisdell, and reviewing
52 the RSA in regards to hiring for this position, the Committee felt it was not necessary to
53 go into non public session for this discussion. They Committee were not in fact
54 discussing Jon's qualification, but they were discussing the process of how the vacancy
55 would be filled. The Committee asked Jon to wait a few weeks to see if other residents
56 were interested in the position and when he came back he may be the only one after all.
57 Jon stated that he was asked to come to tonight's meeting, he feels that he is a qualified
58 individual that will be an asset to the Committee and he is ready and willing to serve, and
59 if the Committee waits 2 or 3 weeks to complete the hiring process for this position he
60 feels that is disservice to the Town. He also respectfully stated that if the Committee
61 didn't make a decision this evening to appoint him to the Committee then he would not

62 be returning. Brenda Copp said that if she misinformed the Committee at the last
63 meeting as to how the process should take place then she was very sorry. She also stated
64 that this is the same process the Committee had used in the past several years to fill a
65 vacant seat and feels that the Committee is not doing anything incorrectly by appointing
66 Jon Goldman this evening. Bruce Cleveland also states that he is very surprised by the
67 response from the Committee this evening as he thought at the end of the last meeting the
68 Committee was all on the same page. Brenda Copp said the entire Committee was
69 present at the last meeting and if they had a problem with this at that time then they
70 should have spoken up then and not waited until this meeting, which is 2 weeks later, to
71 say something.

72 **Motion by** Brenda Copp to appoint Jon Goldman to the Budget Committee for the
73 remainder of Mr. Millard's term which is until March 2013.

74 **Seconded by** Bruce Cleveland for discussion.

75 The discussion continued as to the way the position is being filled. Cathy Gorman stated
76 also that she is not against having Jon Goldman on the Board, but she does not agree with
77 the way the hiring process is taking place. Bruce Cleveland said according to the Budget
78 Committee by-laws the Committee has the right to appoint who they want and how they
79 want to the Committee. He also said with all of the circumstances and explanations that
80 took place this evening if the Committee can move forward with a consensus to appoint
81 Jon Goldman this evening and move on with the budgets. Brenda Copp asked the
82 Committee not to discuss any budgets until the Budget Committee has all 7 members.
83 Dawn Nicolaisen said she does not have a problem with appointing Jon Goldman this
84 evening, but for the future if there is any question as to the process of something the
85 Committee is correctly informed. Lauren Cairns stated that she was pretty shocked that
86 Ralph Millard gave his resignation so when the discussion was taking place she was
87 trying to figure it all out. She said it didn't hit her until a few days later as to what the
88 other hiring options were. Lauren Cairns asked what would happen if the Committee ran
89 the season with only 6 members and Brenda Copp said with the way the Committee is
90 then there could be 3-3 split on most of the budgets and nothing will get done. She also
91 stated if the Budget Committee can't pass the budgets then it will be up to the BOS to do
92 it. Bruce said that he understands the concern of the Committee but Jon got almost as

93 many votes as some of the Committee members that were elected and if he only got a few
94 votes he would be concerned. He feels that Jon is interested, the residents are confident
95 that he can do the job and he has the experience as he has been on the Budget Committee
96 in the past. He would like the Committee to forgive the misunderstanding and move
97 forward with the appointment of Jon Goldman. Robert Millard said that the BOS can
98 override any decision that the Budget Committee has made and he would like have the
99 ***position posted and continue on with the budgets with the Committee as it is.***

100 ***In Favor***, Bruce Cleveland, Brenda Copp, Dawn Nicolaisen.

101 ***Opposed***, Robert Millard, Cathy Gorman, Lauren Cairns.

102 ***Motion fails 3-3-0***

103 Brenda Copp said that she is disappointed that the Committee just lost a qualified
104 candidate and highly recommends to the Committee again that they suspend all meetings
105 until the seat can be filled because she feels that most budgets will end up in a 3-3 split.
106 There was a discussion on what should be posted and for how long and how the hiring
107 process will take place and Bruce said that he wants to be sure that everyone is in
108 agreement and full understands the process to take place as he doesn't want to see
109 another misunderstanding again like this. There was discussion to post the position at
110 Town Hall, Town web site, Channel 17 and the Post Office. It was decided not to post
111 anything in the paper to save some time and money. Dawn Nicolaisen said she hopes
112 that Jon understands that it was nothing against him and hopes that he will reconsider this
113 position. Bruce encouraged all the Committee members that feel the same way to reach
114 out to him and ask him to come back to the next meeting.

115

116 ***Motion by*** Robert Millard to post the vacant position for the Budget Committee term
117 ending March 2013 at the Town Hall, Post Office, Channel 17 and the Town web site.

118 ***Seconded by*** Cathy Gorman.

119 Bruce Cleveland asked if the Committee was comfortable with the motion or if anything
120 needed to be added. Hearing nothing the Committee voted.

121 ***In Favor***, Bruce Cleveland, Dawn Nicolaisen, Robert Millard, Cathy Gorman, Lauren
122 Cairns.

123 ***Abstain*** Brenda Copp

124 **Motion passes 5-0-1**

125

126 **Motion by** Bruce Cleveland to move forward with this evening's budgets.

127 **Seconded by** Cathy Gorman.

128 **In Favor**, Bruce Cleveland, Dawn Nicolaisen, Robert Millard, Cathy Gorman, Lauren
129 Cairns.

130 **Opposed** Brenda Copp

131 **Motion passes 5-1-0**

132

133

134 **Motion by Bruce Cleveland to put the Finance Director Account budget 4150.1 on the**
135 **table for discussion.**

136 **Seconded by Robert Millard.**

137 Darlene Ford is here to present this budget.

138 Bruce Cleveland asks about the Computer Software/Hardware line is the increase
139 because of the upgrade to Quick Books 2013 and Darlene said yes. Bruce also asked
140 about the increase in the Supply line and Darlene said she is using more supplies and is
141 asking for \$50.00 more. Cathy Gorman asked what the Dues line is for and Darlene said
142 the Government Finance Officers Association. Lauren Cairns asked about the sale price
143 of Quick Books and why Darlene is asking for the full amount of the software and not the
144 sale price. Darlene said the price of the software changes daily and she is going to try to
145 get the sale price, but if she can't then she wants to be sure there is enough money in her
146 budget to get it at full price.

147 **Motion by** Bruce Cleveland to accept the Finance Director Account with Gross Expenses
148 of \$51,214.20, Revenue of \$0.00 and Net Expenses of \$51,214.20 pending further
149 review.

150 **Seconded by** Robert Millard.

151 **In Favor**, Bruce Cleveland, Dawn Nicolaisen, Robert Millard, Cathy Gorman, Lauren
152 Cairns, Brenda Copp

153 **Motion passes unanimously**

154

155 **Motion by Robert Millard to put the Street Lights Account budget 4316.0 on the table**
156 **for discussion.**

157 **Seconded by Bruce Cleveland.**

158 Darlene Ford is presenting this budget.

159 Bruce Cleveland wondered if the new rate was out yet as the same amount as last year is
160 being requested. Darlene said there are 11 different street lights and she hasn't heard of
161 any new increases or reductions.

162 **Motion by Bruce Cleveland to accept the Street Lights Account with Gross Expenses of**
163 **\$4,225.00, Revenue of \$0.00 and Net Expenses of \$4,225.00 pending further review.**

164 **Seconded by Robert Millard.**

165 **In Favor**, Bruce Cleveland, Dawn Nicolaisen, Robert Millard, Cathy Gorman, Lauren
166 Cairns, Brenda Copp

167 **Motion passes unanimously**

168

169

170 **Motion by Bruce Cleveland to put the Debt Exp. Principal Account budget 4711.0 on**
171 **the table for discussion.**

172 **Seconded by Robert Millard.**

173 Darlene Ford is presenting this budget. Darlene states this is for the Minton Land Bond.

174 Bruce asks when it expires and Darlene said August 15, 2028.

175 **Motion by Bruce Cleveland to accept the Debt Exp. Principal Account with Gross**
176 **Expenses of \$50,000, Revenue of \$0.00 and Net Expenses of \$50,000.00 pending further**
177 **review.**

178 **Seconded by Cathy Gorman.**

179 **In Favor**, Bruce Cleveland, Dawn Nicolaisen, Robert Millard, Cathy Gorman, Lauren
180 Cairns, Brenda Copp

181 **Motion passes unanimously**

182

183

184

185 **Motion by Bruce Cleveland to put the Debt Exp. Interest Account budget 4721.0 on the**
186 **table for discussion.**

187 **Seconded by Robert Millard.**

188 Darlene Ford is presenting this budget.

189 Bruce asked why there is a decrease in the interest amount and Darlene said most of the
190 principal is paid off.

191 **Motion by Bruce Cleveland to accept the Debt Exp. Interest Account with Gross**
192 **Expenses of \$36,525.00, Revenue of \$0.00 and Net Expenses of \$36,525.00 pending**
193 **further review.**

194 **Seconded by Robert Millard.**

195 **In Favor**, Bruce Cleveland, Dawn Nicolaisen, Robert Millard, Cathy Gorman, Lauren
196 Cairns, Brenda Copp

197 **Motion passes unanimously**

198

199

200 **Motion by Bruce Cleveland to put the Tan Note Account budget 4723.0 on the table for**
201 **discussion.**

202 **Seconded by Robert Millard.**

203 Darlene Ford is presenting this budget. There was no discussion on this account.

204 **Motion by Bruce Cleveland to accept the Tan Note Account with Gross Expenses of**
205 **\$8,000.00, Revenue of \$0.00 and Net Expenses of \$8,000.00 pending further review.**

206 **Seconded by Robert Millard.**

207 **In Favor**, Bruce Cleveland, Dawn Nicolaisen, Robert Millard, Cathy Gorman, Lauren
208 Cairns, Brenda Copp

209 **Motion passes unanimously**

210

211

212 **Motion by Bruce Cleveland to put the Patriotic Purposes Account budget 4583.0 on the**
213 **table for discussion.**

214 **Seconded by Cathy Gorman.**

215 This budget is being presented by Lynne Blaisdell.

216 Bruce asked what the Flag line is for and Lynne said this is for holiday wreaths, flags and
217 the buntings.

218 **Motion by** Bruce Cleveland to accept the Patriotic Purposes Account with Gross
219 Expenses of \$4,600.00, Revenue of \$1.00 and Net Expenses of \$4,599.00 pending further
220 review.

221 **Seconded by** Cathy Gorman.

222 **In Favor**, Bruce Cleveland, Dawn Nicolaisen, Robert Millard, Cathy Gorman, Lauren
223 Cairns, Brenda Copp

224 **Motion passes unanimously**

225

226

227 **Motion by Bruce Cleveland to put the Assessing Account budget 4150.3 on the table for**
228 **discussion.**

229 **Seconded by Robert Millard.**

230 Lynne Blaisdell is presenting this budget.

231 Brenda Copp left the meeting for a moment. Robert Millard asked what the \$100.00
232 increase is for and Lynne said it is for the Annual Maintenance Software package.

233 **Motion by** Bruce Cleveland to accept the Assessing Account with Gross Expenses of
234 \$82,000.00, Revenue of \$0.00 and Net Expenses of \$82,000.00 pending further review.

235 **Seconded by** Cathy Gorman.

236 **In Favor**, Bruce Cleveland, Dawn Nicolaisen, Robert Millard, Cathy Gorman, Lauren
237 Cairns. (Brenda Copp did not vote as she left the meeting momentarily)

238 **Motion passes 5-0-0**

239

240

241 Lynne reminded the Committee that there are few more steps that need to be taken as far
242 as the appointing of the new member. She stated there needs to be a cutoff date for the
243 letters of intent as well as a meeting to review them and a meeting to interview the
244 candidates. She also offered to write the article if the Committee would like her to.

245 Brenda Copp is back at this point. Lynne also said she looked up the rules for “calling
246 the question” and she said that the call needs to have a second and a 2/3 vote is required

247 to pass. Lynne also wanted to let the Committee know that the Town Moderator has
248 resigned so that budget isn't available yet and she said she is also looking for ballots
249 clerks for the upcoming election next week.

250

251

252 **Motion by Bruce Cleveland to put the Election & Registration Account budget 4140.2**
253 **(supervisors of the checklist) on the table for discussion.**

254 **Seconded by Lauren Cairns.**

255 Bruce Cleveland states that this account has the same number as the Election &
256 Registration Account (moderator). The Committee agrees to change the number of the
257 Moderator's account.

258 **Motion by Bruce Cleveland to change the number of the Election & Registration Account**
259 **(moderator) from 4140.2 to 4140.3 so it has its own account number.**

260 **Seconded by Cathy Gorman.**

261 Bruce Cleveland said he will let Darlene know of the change and she will make the
262 change to the file.

263 **In Favor**, Bruce Cleveland, Dawn Nicolaisen, Robert Millard, Cathy Gorman, Lauren
264 Cairns, Brenda Copp

265 **Motion passes unanimously**

266

267 Here to present the account are Rosemary Bruno, Joanne Veigh and Diane Thompson.

268 Bruce Cleveland asked if there are the same number of elections as last year and

269 Rosemary Bruno said that doesn't matter because they are paid a stipend and not by the
270 number of elections. There was no further discussion on this budget.

271 **Motion by Bruce Cleveland to accept the Election & Registration Account with Gross**
272 **Expenses of \$3,725.00, Revenue of \$50.00 and Net Expenses of \$3,675.00 pending**
273 **further review.**

274 **Seconded by Dawn Nicolaisen.**

275 **In Favor**, Bruce Cleveland, Dawn Nicolaisen, Robert Millard, Cathy Gorman, Lauren
276 Cairns, Brenda Copp

277 **Motion passes unanimously**

278 ***Motion by Bruce Cleveland to discuss the Budget Committee Account 4150.9.***

279 ***Seconded by Dawn Nicolaisen.***

280 Bruce asked the Committee to look at the printout he provided. He stated the Recording
281 Secretary line in 2011 only used 60% of the budget. He asked Sue Reynolds, the
282 recording secretary if she knew why the amount used was so low and Sue stated that most
283 of the meetings were about an hour long opposed to the 2 or 3 hours they have been in
284 the past. She said the length of the meetings will be determined by the length of the
285 discussions on each budget. Bruce's recommendation is to leave that line the same as last
286 year. He also said he would recommend to increase the Supplies line to \$120.00 and the
287 Seminars line \$180.00 so 3 people can attend as the cost of the seminars have doubled.
288 Bruce asked if anyone on the Committee had any comments on the budget and there was
289 none. Bruce stated that the Recording Secretary line will stay at \$2,300.00, Supplies line
290 would increase to \$120.00 and the Seminars line will increase to \$180.00. The proposed
291 budget will go from \$2,480 to \$2,600.00. The Committee agrees on this proposed budget
292 and this is what Bruce will present to the BOS.

293

294 Bruce Cleveland asked to discuss some date changes. He said that the ZBA will be
295 meeting with the BOS on 9/24 and the Budget Committee is scheduled to meet with the
296 ZBA on 9/26. He said this is not a very big budget and wanted to be sure the Budget
297 Committee was ok with only have a few days to review the budget prior to the meeting.
298 The Budget Committee agreed to leave the ZBA schedule as it is.

299

300 Bruce also said that the he received an email from Darlene requesting that the Benefits
301 account be moved to after the Recreation budget on December 12th. Brenda asked if this
302 discussion can be tabled for 1 week so she can speak with Darlene in regards to why the
303 request was made. The Committee agreed to table this until next week.

304

305 Bruce said that at the last meeting he mentioned public input thoughts and asked the
306 Board if they had any other thoughts on that. There was none so Bruce said there will be
307 no further discussion on this.

308 Bruce states that the budgets being discussed next week are the Building Inspector, Code
309 Enforcement Officer, Electrical Inspector, Septic, Health Officer and Conservation.

310

311 The Board discussed the process of filling the vacancy. The Board agreed to have Lynne
312 write the article and they agreed that it would be posted at the Town Hall, Post Office,
313 Channel 17 and the Town Website.

314 The Board agreed that the wording of the article will read The Budget Committee is
315 looking to fill a position for the remaining term until March 2013. If you are interested
316 please submit a letter of intent to the Board of Selectmen's office no later than September
317 14, 2012. The Budget Committee meets every Wednesday evening at 6:30.

318

319 The Committee decided to have the letters of intent back by September 14th and the
320 Budget Committee will review the letters on Wednesday, September 19th at the end of
321 their scheduled meeting. The Committee will decide when the interviews will take place
322 once they know how many letters of intent they receive.

323

324 Brenda Copp wanted to let the Budget Committee know that the Town has received
325 \$224,855.00 in grants to date, and there are still a few pending. Bruce said this may be
326 something to post to the website so the residents know. Brenda Copp said if anyone
327 wants to know they can come to the BOS office and ask.

328

329 Meeting adjourned at 8:30

330

331

332 Respectfully submitted,

333 Sue Reynolds