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DRAFT
Budget Committee Minutes
Town of Sandown, NH

Meeting Date: Wednesday, September 12, 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, 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 September 5, 2012. Brenda Copp stated that line 82 should read Brenda Copp asked the Committee to suspend all meetings until there is a full Board. Robert Millard asked if he can have a copy of the minutes and Bruce Cleveland said the minutes were emailed to each Committee member and it is their responsibility to print them out and read them prior to each meeting. Robert said he has been a member of the Budget Committee for the past 3 years and he has always been provided a copy of the minutes at the beginning of each meeting. Bruce said that was probably a courtesy of the Chairman of the Committee but he feels that each committee member has a Town email address and should use it to retrieve the minutes weekly, even if they have to go to the library or Town Hall to do so. Cathy Gorman and Dawn Nicolaisen both stated that last year Mindy Salomone-Abood, (the Committee Chairman) did provide a copy of the minutes to the entire Committee prior to each meeting. Robert walked away from the meeting in frustration. Brenda Copp agreed with Bruce and said that it is the Board members responsibility to review the minutes prior to the meeting and said there is no rule in place that the Chairman has to

31 supply a hard copy of the minutes to the Committee members. Bruce Cleveland said that
32 line 141 should read \$150.00 not \$50.00..... Bruce also offered Robert Millard his copy
33 of the minutes to review and Robert refused them. Dawn Nicolaisen stated that she is
34 having trouble opening the Town email so she hasn't had a chance to review these
35 minutes as well. Brenda Copp stated that usually the Vice Chair keeps track of the
36 numbers in the budget and since there isn't a Vice-Chair at this time she asked the
37 Committee if anyone has double checked the numbers in the budgets that were discussed
38 last week. Because none of the Committee has checked the numbers they decided to
39 table the acceptance of these minutes until next week's meeting so the Committee can be
40 sure the figures are correct. Bruce also stated that moving forward he will not be
41 supplying hard copies of minutes to any of the Committee members.

42

43 Bruce Cleveland asked about the Benefits account date being changed and Brenda Copp
44 said the reason Darlene asked for the date to be changed because she wasn't sure about
45 the raises for this year and she wanted to be sure she had all the appropriate information
46 prior to the budget being presented. Brenda said Darlene will speak with Deb Brown
47 prior to the Recreation budget being discussed and she will adjust the budget accordingly
48 so the date for the Benefits account does not need to be moved.

49

50 Bruce Cleveland stated that the Budget Committee law is RSA32 and asks the Committee
51 to take a look at it if they are not familiar with it. This is the RSA in which the Budget
52 Committee is run.

53

54 Bruce Cleveland asked if the Committee had a chance to review the Department Head
55 worksheet that he sent out a few weeks ago and he asked for input on it. Again Robert
56 Millard said that he does not have an email account or access to a computer and asked
57 that Bruce provide him with a hard copy of the document. Bruce stated again that the use
58 of the Library's computers are free and the Town email account is free as well. Robert
59 said that he chooses not to use the Town email account. Bruce said he will provide a
60 hard copy of this document this time but will not be providing hard copies of the
61 documents in the future. This form will be reviewed next week.

62 Bruce Cleveland asked the Committee members if they had their pictures taken yet for
63 their ID badges. Dawn Nicolaisen said that she asked Lynne and Paula in the office and
64 they said she did not need one. Brenda Copp said that she will look into it.

65

66 Bruce also asked the Committee to provide all legal advice sought in a written form to the
67 Budget Committee so it can be entered into the minutes of the meeting. He asks the
68 Committee to provide the members with the question asked as well as the legal response.

69 Robert Millard asked if this was a Budget Committee requirement or if this is something
70 that Bruce is making up. Bruce said that it is something that he is asking the Committee

71 to do so the Committee knows the questions that were asked and the answers that were

72 given. Brenda Copp said that when you call LGC you can get different attorneys that

73 may give different answers and it is a good idea to have all questions and answers in

74 writing in case there is a discrepancy in the future as to what was said. Robert Millard

75 asks why this is not done at Town Meetings and it is being asked of the Budget

76 Committee and Brenda Copp said that at Town Meetings there is an attorney present to

77 answer any questions that arise. Robert feels that this is not necessary for this

78 Committee. Bruce said he is trying to comply with the "Right to Know" law.

79

80 Bruce stated that tomorrow is the last day to sign up for the Budget Committee workshop.

81

82 Bruce stated that last week when they talked about the Budget Committee's budget the

83 BOS hadn't discussed the raises yet so they didn't discuss the rate for the Recording

84 Secretary and asked Brenda if the BOS have decided on any increases for this year.

85 Brenda said the BOS are allowing merit raises this year based on employee evaluations

86 up to a 2% increase. She suggested Bruce get the evaluation form from the BOS office.

87 Bruce said he will email the form to all Committee members and asked that they send

88 him back their responses no later than Monday as he needs to meet with the BOS on

89 Monday evening to present the Budget Committee budget. Brenda Copp is also

90 concerned that there are not enough hours allowed for the Recording Secretary in the

91 Budget Committee's budget. She feels the meetings are running much longer than last

92 year and is afraid they might run out of money. Bruce reviewed the amount of hours

93 allowed and the calculations were 13 meetings at 9.675 hours per meeting and he feels
94 there are enough hours in the budget.

95

96 Bruce said there were some changes to the P&L on the Building Inspector, Electrical
97 Inspector and Health Officer accounts and the changes were emailed last week.

98

99 ***Motion by Bruce Cleveland to put the Building Inspector Account budget 4241.2 on***
100 ***the table for discussion.***

101 ***Seconded by Brenda Copp.***

102 Dawn Nicolaisen said she has a question on this account as the former Building Inspector
103 held 5 positions in the town and now that they are looking for someone new the positions
104 may be divided up. Brenda said that the Building Inspector and Code Enforcement
105 Officer have to be kept together and the other openings are being listed separately but she
106 won't know for sure how the BOS will handle it until they get responses of the ads.

107 Dawn feels that the budgets may change once they hire someone new for the position.

108 Cathy Gorman said that the payroll for this budget is permit based so the person in the
109 position shouldn't matter. Brenda Copp said that Cathy is correct and the Code
110 Enforcement and the Health Officer accounts are stipend. Brenda also said that the hours
111 at the bottom of the page for the Health Officer account should be removed as the BOS
112 realized through a workshop that this position is a stipend position and not paid by the
113 hour. Bruce asked if there are changes to these accounts after tonight can the Budget
114 Committee review these budgets again and Brenda said yes, the Budget Committee can
115 bring any accounts up again at any meeting or they can wait for the final meeting.

116 ***Motion by Brenda Copp to accept the Building Inspector budget with Gross Expenses of***
117 ***\$9,050.00, Revenue of \$10,010.00 and Net Expenses of -\$960.00 pending further review.***

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

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

121 ***Motion passes unanimously.***

122

123 **Motion by Bruce Cleveland to put the Code Enforcement Account budget 4241.3 on**
124 **the table for discussion.**

125 **Seconded by Brenda Copp.**

126 Robert Millard asks why the hours and rate of pay are broken down at the bottom of the
127 page if this is also a stipend. Brenda Copp said this is the same as the Building Inspector
128 account as the budgets have been approved by the BOS and Budget Committee with
129 hours and a rate. She stated that the BOS were recently informed that the position is paid
130 as a stipend so the BOS decided to leave the hourly information on the sheet until further
131 research is done to determine when it became a stipend position. Cathy Gorman asked to
132 change the Payroll line to a flat rate of a stipend and Brenda Copp said the because the
133 BOS decided to leave it as a stipend amount for next year the dollar amount allowed
134 cannot be changed. She also stated the budgets being discussed tonight were reviewed
135 and approved by the BOS prior to the workshop on the budgets, which is why nothing
136 was changed. Brenda suggested tabling this account until further information is
137 available.

138 **Motion by Robert Millard to table the Code Enforcement Account and the Health Officer**
139 **Account until further information is available.**

140 **Seconded by Cathy Gorman.**

141 **In Favor**, Bruce Cleveland, Dawn Nicolaisen, Lauren Cairns, Robert Millard, Cathy
142 Gorman.

143 **Opposed** Brenda Copp.

144 **Motion passes 5-1-0**

145

146

147 **Motion by Bruce Cleveland to put the Electrical Inspection Account budget 4241.5 on**
148 **the table for discussion.**

149 **Seconded by Cathy Gorman.**

150 Bruce Cleveland asked about the Revenue line as in 2010 it was 115%, 2011 it was 109%
151 and in now it is 128% of the estimate and wants to be sure there is enough money in that
152 line. Brenda Copp refers to the summary of the building permit history in the Town
153 Report and she feels there was a reason for the big increase last year as the ice storm was

154 a huge factor. Bruce wasn't sure if the Budget Committee should increase the Revenue
155 line and Brenda cautioned him not to as the DRA highly recommends not overestimating
156 the Revenue line as it will affect the entire budget at the end of the year. Cathy Gorman
157 asked about the Phone line and wanted to know if this was for a land line as well as cell
158 phone and Brenda Copp said this is just for the use of the Town cell phone and the cost is
159 split between a few departments. Dawn Nicolaisen asked if the Building Inspector and
160 Electrical Inspector are two different people will there be an additional cell phone bill and
161 Brenda said no. The way it works is if the Building Inspector carries the cell phone and
162 if an electrical inspection is needed then the Building Inspector contacts the Electrical
163 Inspector.

164 **Motion by** Brenda Copp to accept the Electrical Inspection account with Gross Expenses
165 of \$4,405.00, Revenue of \$5,180.00 and Net Expenses of -\$775.00 pending further
166 review.

167 **Seconded by** Cathy Gorman.

168 **In Favor**, Bruce Cleveland, Dawn Nicolaisen, Lauren Cairns, Brenda Copp, Cathy
169 Gorman.

170 **Opposed** Robert Millard.

171 **Motion passes 5-1-0**

172

173

174 **Motion by Bruce Cleveland to put the Septic Account budget 4242.1 on the table for**
175 **discussion.**

176 **Seconded by Brenda Copp.**

177 There was no discussion on this account.

178 **Motion by** Bruce Cleveland to accept the Septic Account with Gross Expenses of
179 \$2,000.00, Revenue of \$2550.00 and Net Expenses of -\$550.00 pending further review.

180 **Seconded by** Brenda Copp.

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

183 **Motion passes unanimously**

184

185 **Motion by Bruce Cleveland to put the Conservation Commission Account budget**
186 **4619.0 on the table for discussion.**

187 **Seconded by Dawn Nicolaisen.**

188 Bruce Cleveland stated that there is no one here this evening to discuss the Conservation
189 Commission account but Brian Butler spoke with Paul Carey and he is available next
190 week at 7:30. Dawn Nicolaisen said she would like to discuss the budget and see if the
191 Selectman liaison can answer any questions the Committee may have. Brenda Copp said
192 she would do the best she can. Robert Millard asks why there is an increase in the
193 Education and Awareness line. Brenda Copp asks him to refer to the back of the packet
194 which explains that line. Cathy Gorman asked about the website cost being \$700.00 and
195 Brenda said she asked the Committee the same question and they said the Town website
196 was not as up to date as the Conservation Commission website and they did say they
197 would consider looking into the new Town Virtual Office when and if the Town changed
198 to this. Cathy feels that this is not enough justification for the amount of money being
199 spent. Robert Millard asks again about the Education and Awareness line and the cost of
200 the Fishing Derby and the Fall Festival. Bruce said that breakdown is not provided.
201 Brenda explained the best she could as far as the Fishing Derby and Fall Festival. Bruce
202 Cleveland questioned the increase of the Environmental Consultant of \$600.00. Brenda
203 said the BOS reduced that line to \$3,000.00 as there is some contradiction to the number
204 of meetings being held. Cathy Gorman asked what the Environmental Consultant does
205 opposed to the Regional Committee that they pay money for as well. Brenda believes the
206 Conservation Commission gets very little from the Rockingham Planning Commission.
207 She said she believes the Environmental Consultant helps them choose the best land in
208 the Town. Dawn Nicolaisen said she is concerned because it is August and they are only
209 at 22% and feels it should come down more. Bruce said he has a lot of questions as well
210 and would like to wait until next week to discuss this with Paul Carey present. Cathy
211 Gorman suggests making the motions on the line items as they were asked to be present
212 at this meeting and chose not to be. Bruce said he will do what the Committee wishes.
213 **Motion by Cathy Gorman to reduce the Advertisement line from \$180.00 to \$100.00 as it**
214 **hasn't been used in the past few years.**

215 **Seconded by Robert Millard.**

216 Brenda Copp said so far this year they are at 190%. She also said most of the money is
217 for advertisement of the public meetings.

218 ***In Favor***, Cathy Gorman, Robert Millard.

219 ***Opposed***, Bruce Cleveland, Brenda Copp, Dawn Nicolaisen, Laure Cairns.

220 ***Motion fails 2-4-0***

221

222 Cathy Gorman asked about the Dues line and Dawn Nicolaisen said this is August and
223 they haven't used anything yet. Brenda Copp said she believes this is paid at the end of
224 the year. Bruce Cleveland said the last few years they have gone over and this could be
225 why they are asking for an additional \$15.00 this year. Brenda said this was a last minute
226 change and the BOS agreed to give them the \$15.00 because one of the dues went up.

227 Cathy Gorman also feels the Recording Secretary line is too high based on the number of
228 meetings being held. She said the past 2 years only 56% has been used. Cathy said she
229 would like to see it at 80 hours for a total of \$1,998.02 and this would be a 1 hour
230 meeting allowed with transcription for a total of 3.3 hours per meeting.

231 ***Motion by*** Cathy Gorman to reduce the Recording Secretary line from \$3,088.66 to
232 \$1,998.02.

233 ***Seconded by*** Robert Millard.

234 ***In Favor***, Cathy Gorman, Robert Millard, Lauren Cairns.

235 ***Opposed***, Bruce Cleveland, Brenda Copp, Dawn Nicolaisen.

236 ***Motion fails 3-3-0***

237 Bruce agrees the line should be decreased but not that much. He asked Brenda to explain
238 why the BOS dropped the amount requested and Brenda stated they haven't had enough
239 members to have a meeting, which is why they were only meeting once a month and not
240 twice. The BOS left enough money in the budget so if they begin to meet twice a month
241 the money would be there. Bruce said he came up with 133 hours and this would allow
242 for 1 ½ hour meetings which is a 25% decrease from the requested amount.

243 ***Motion by*** Bruce to reduce the Recording Secretary line to \$2,320.85.

244 ***Seconded by*** Brenda Copp.

245 ***In Favor***, Dawn Nicolaisen, Bruce Cleveland, Brenda Copp, Lauren Cairns.

246 ***Opposed***, Robert Millard, Cathy Gorman.

247 **Motion passes 4-2-0.**

248

249 Dawn Nicolaisen asked about the Environmental Consultant attending every meeting and
250 how much he is paid. Nobody could answer the amount paid. Cathy Gorman said
251 according to the Conservation minutes, they are currently meeting twice a month for the
252 fee of \$3,600.00.

253

254 **Motion by** Bruce Cleveland to increase the Dues line to \$415.00.

255 **Seconded by** Brenda Copp.

256 **In favor,** Bruce Cleveland, Brenda Copp, Dawn Nicolaisen.

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

258 **Motion fails 3-3-0**

259

260

261 **Motion by** Robert Millard to reduce the Environmental Consultant from \$3,600.00 to
262 \$3,000.00.

263 **Seconded by** Lauren Cairns.

264 Cathy Gorman asked if they need the Environmental Consultant at every meeting and
265 Bruce said he didn't know.

266 Brian Butler is present at this time to discuss the budget. Bruce Cleveland invited him to
267 sit with the Budget Committee at this time. Cathy Gorman asks Brian Butler what the
268 Environmental Consultant does and Brian explains he is the Commissions go to person
269 with the professional knowledge and experience. Bruce Cleveland asked why there was a
270 \$600.00 increase this year and Brian said he did not know. Robert Millard asked if the is
271 hired by the Conservation Commission and Brian Butler said yes, he has been with them
272 for 10 years. Brenda Copp wants to be sure everyone understands that the Consultant
273 sets his rate and the Commission decides on the number of hours they need him.

274 **In favor,** Bruce Cleveland, Brenda Copp, Dawn Nicolaisen, Cathy Gorman, Robert
275 Millard, Lauren Cairns.

276 **Motion passes unanimously**

277

278 Brenda Copp asked Brian Butler about the increase in the Dues line and Brian said one of
279 the organizations they belong to went up \$15.00.

280 **Motion by** Brenda Copp to increase the Dues line to \$415.00.

281 **Seconded by** Bruce Cleveland.

282 **In Favor**, Bruce Cleveland, Brenda Copp.

283 **Opposed**, Cathy Gorman, Robert Millard, Dawn Nicolaisen, Lauren Cairns.

284 **Motion fails 4-2-0**

285

286 Robert Millard asked Brian Butler about the cost of the Fishing Derby last year and Brian
287 said he didn't have the figures in front of him to give him an honest answer. Robert said
288 he is asking where the \$757.00 increase came from in the Education & Awareness line.

289 Brenda Copp said the Police detail increased a little. Brian said he thinks the website
290 amount was not included in last year's budget or it could have been the fall festival.

291 Dawn Nicolaisen asked if the website was new last year and Brian said no they have had
292 it for 5 years and it should have been in last year's budget. Bruce Cleveland asked why
293 the Conservation Commission uses their own website and Brian said it serves the
294 community better than the Town's website, but he said the Commission would entertain
295 the idea of using the new Virtual Town Office if the Town goes that way. Bruce asked if
296 there was any further discussion on this and Brian Butler asked if they can go into non
297 public session under reputation. Brenda Copp asks why and Brian said he would like to
298 give more information to the Budget Committee in regards to the Conservation
299 Commission. He also said if there is nothing else then he is all set. Brenda Copp said if
300 he is afraid of hurting someone's reputation then don't answer questions in regards to
301 this. She said they should not go into non public session to discuss any budgets. Bruce
302 thanked Brian for coming up to discuss the budget and Brian said he was glad to do what
303 he could and left the table at this time.

304 **Motion by** Robert Millard to decrease the Education and Awareness line from \$2,557.00
305 to \$1,857.00.

306 **Seconded by** Cathy Gorman.

307 Bruce Cleveland expresses his opinion and feels that this is a lot of money for something
308 that is not needed. He feels that maybe the Committee should let them have it this year

309 and next year they should be on the Town's website. Lauren Cairns doesn't see where
310 the website is in the budget other than the Education and Awareness line. Bruce said this
311 is a bottom line budget and they have the ability to shift funds from line to line. Robert
312 Millard said that \$700.00 is a lot of money for the tax payers to pay when it is not
313 necessary. Dawn Nicolaisen agrees as the Budget Committee wouldn't be able to support
314 other Committee's in Town having their own website.

315 ***In Favor***, Cathy Gorman, Robert Millard, Dawn Nicolaisen, Lauren Cairns.

316 ***Opposed***, Bruce Cleveland

317 ***Abstain***, Brenda Copp

318 ***Motion passes 4-1-1***

319

320 Brian Butler was in the back of the room and asked what the motion was for and he was
321 told a reduction in the Education and Awareness line being decreased by \$700.00. He
322 came back to the table and said he thought the Committee was done with the budget.
323 Bruce Cleveland stated the Committee was done asking questions on the budget. The
324 Budget Committee continued to review the numbers of the Conservation Commission
325 budget and Brian said, this is why I don't come to these meetings, but he also said he
326 would like to speak as a citizen of the Town. Brian said he feels the Budget Committee
327 is doing a disservice to the Town and Department Heads. He said in regards to the
328 website with no disrespect to anyone in the office, the information is not being put on the
329 Town website as fast as it goes on the Conservation website. He understands that the
330 office has a lot of work to do and knows they don't have a lot of time or experience to
331 update the website. He said it was very dishonorable to wait for him to leave the table to
332 reduce the budget. Bruce explained that was not the case. The Committee was finished
333 with the questions they had for Brian and continued to discuss the budget as Brian was
334 leaving the room. The Committee listened to Brian's concern and then continued to
335 review the numbers of the Conservation budget. Cathy Gorman listed the line item
336 amounts and the total the Committee agreed on was Gross Expenses of \$8,007.85,
337 Revenue of \$220.00 and Net Expenses of \$7,787.85.

338 **Motion by** Cathy Gorman to accept the Conservation Commission account with Gross
339 Expenses of \$8,007.85, Revenue of \$220.00 and Net Expenses of \$7,787.85 pending
340 further review.

341 **Seconded by** Robert Millard.

342 **In Favor**, Cathy Gorman, Robert Millard, Dawn Nicolaisen, Lauren Cairns.

343 **Opposed**, Bruce Cleveland

344 **Abstain**, Brenda Copp

345 **Motion passes 4-1-1**

346

347 Bruce Cleveland announced the budgets that will be discussed next week are the

348 Treasurer's Account, Cemetery, Trustees and Plumbing Inspectors

349 Meeting adjourned at 9:30

350

351

352 Respectfully submitted,

353 Sue Reynolds