

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29

DRAFT
Budget Committee Minutes
Town of Sandown, NH

Meeting Date: Wednesday, September 19, 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 6:35 PM.

Bruce Cleveland stated that he met with the BOS in regards to the Budget Committee budget and that included the 2% increase for the Recording Secretary due to the amount of positive feedback he received from the Board. Bruce also said the BOS questioned the number of hours allotted for the Recording Secretary and Bruce advised them not to cut those hours for this year.

Bruce said the Committee will be discussing the Code Enforcement and Health budgets this evening. He also stated the Conservation Commission asked to come before the Committee and he is waiting to hear back from them in regards to the date.

Bruce asked Brenda Copp in regards to the ID badges and Brenda said the badges are not required but if anyone would like one they can go to the Selectmen’s office and receive one.

30 Bruce announced that the Planning Board will be meeting with the BOS on October 1st
31 and then meeting with the Budget Committee on October 10th. He said the Budget
32 Committee may not have a hard copy of the budgets until the night of October 10th but it
33 is a small budget so it should be ok.

34

35 Bruce stated that he compared the minutes from the last two meetings to the budgets as
36 well as Darlene and stated that they found no discrepancies.

37

38 Bruce said the ZBA is meeting with the BOS on September 24th so the Budget
39 Committee will have their hard copies on the 26th at their meeting.

40

41 Bruce said that there were no responses to the ad for the open Budget Committee position
42 and asked the Committee what they wanted to do. Robert Millard said he would like to
43 see the Committee ask for just volunteers without any specific qualifications. Brenda
44 Copp feels the Committee has already done that and they didn't get any response and
45 feels the position should be filled as soon as possible. Robert said he has had people
46 approach him in regards to volunteering on the Committee but don't want to fill out the
47 letter of intent to the Committee. Brenda feels that if someone is interested in serving on
48 a Committee they should at least fill out a letter of intent. Dawn Nicolaisen said the
49 Committee did what they said with posting the position and Jon Goldman is in the
50 audience and feels the Committee should proceed. Tom Tombarello, as a tax payer,
51 stated this Committee needs Jon Goldman. He said there is an open seat and he is
52 willing to serve and if the Committee doesn't appoint him this evening he will be very
53 disappointed in the Committee. Lauren Cairns agrees completely and the Committee
54 should move on with appointing Jon if he is interested. Robert Millard said at the last
55 meeting that Jon was at he stated that he wasn't coming back and feels the Committee
56 should allow others in the Town to come forward and serve. He doesn't feel the
57 Committee should appoint Jon Goldman to the open position. Jim Devine stated that he
58 is here this evening to support Tom Tombarello's statement and feels that Jon Goldman is
59 a qualified candidate for the position. Brenda Copp said that when the deadline came and
60 there was no other interest she called Jon Goldman practically begging him to come back

61 and reconsider to be appointed to the open seat. She said that he is very experienced and
62 the Committee needs him and she would like to bring him up to see if he will reconsider.
63 Ed Mensus is here to support Jon Goldman being appointed to the Budget Committee and
64 feels that diversity to any Board is a good thing. Jon Goldman came to the table and said
65 that he did speak with Brenda Copp recently and when he came to the last meeting he
66 came with the understanding that he was going to be appointed. He said because of a
67 misunderstanding between the Committee they decided to post the opening for a few
68 weeks. He stated he was very embarrassed as to how he was treated at the meeting and
69 embarrassed for the Committee as to how they behaved. He also said that he has read the
70 meeting minutes since the last time he was here and feels very strongly that the
71 Committee needs a full Board and since there was no other interest in the position he has
72 decided to reconsider and be part of the Budget Committee if asked.

73 **Motion by** Dawn Nicolaisen to accept Jon Goldman as a Budget Committee member to
74 fill the vacancy until March 2013.

75 **Seconded by** Brenda Copp.

76 **In Favor** Dawn Nicolaisen, Lauren Cairns, Bruce Cleveland, Brenda Copp, Cathy
77 Gorman.

78 **Opposed** Robert Millard.

79 **Motion passes 5-1-0**

80

81 Robert Millard stated that he officially resigns from the Budget Committee.

82

83 Brenda Copp proceeds with signing Jon Goldman in and he will be part of the Committee
84 this evening with the Committee's approval.

85

86 **Motion by** Brenda Copp to accept Robert Millard's resignation from the Budget
87 Committee.

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

89 Jon Goldman stated that he will be abstaining from this vote as this happened prior to Jon
90 being a Committee member. Lauren Cairns asked if the resignation of Ralph's

91 resignation was accepted from the Budget Committee and Brenda Copp said they should
92 have accepted Ralph's resignation at that time.

93 ***In favor*** Dawn Nicolaisen, Lauren Cairns, Bruce Cleveland, Brenda Copp.

94 ***Opposed*** Cathy Gorman.

95 ***Abstain*** Jon Goldman.

96 ***Motion passes 4-1-1***

97

98 ***Motion by*** Brenda Copp to appoint Jon Goldman to Acting Vice-Chairman until there is a
99 full Board.

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

101 Brenda asked if there is anyone else interested in the Vice-Chairman position and Lauren
102 Cairns said she would be interested in the position but feels at this point it is not
103 necessary as the Board hasn't had a Vice-Chairman up to this point. Cathy Gorman
104 agrees with Lauren and doesn't understand the urgency for a Vice-Chairman. Ed Mensus
105 said it's like Robert's Rules and if the Chairman is not present then the Vice-Chairman
106 would be the one to run the meeting. He feels very strongly that there should be a Vice-
107 Chairman for this Committee as well. Jon Goldman feels that the Board needs a Vice-
108 Chairman and said that Bruce Cleveland, Brenda Copp and himself are the only ones
109 with Chairman for Vice-Chairman experience. Brenda Copp said she feels the Board
110 needs a Vice-Chairman and the positions of Chair and Vice-Chairman are very important
111 as they are the ones who would be running the meetings and keeping track of all of the
112 figures. She feels that Jon would be the better choice as this is Lauren's first year on the
113 Budget Committee. Lauren Cairns feels that Jon would be more qualified for the position
114 and she would be willing to help the Committee any way possible. Cathy Gorman stated
115 that last year was Bruce Cleveland's first year on the Budget Committee and he served as
116 Vice-Chair and Brenda Copp said that Bruce has been on other Committees as well, not
117 just the Budget Committee. Dawn Nicolaisen said that she has no preference as to who is
118 Vice-Chairman but totally disagrees with having the experience on a committee. She
119 said everyone on the Committee are volunteers and if Lauren is willing to take on the
120 position then it shouldn't matter how many years of experience she has on this committee
121 or others. Cathy Gorman said if this had been brought up weeks ago then Lauren would

122 be acting Vice-Chair now. Bruce Cleveland agrees with Ed Mensus, that there should be
123 a Vice-Chair but because of the amount of the discussion that has taken place this
124 evening he is asking the Committee to table the discussion until next week until they
125 have a little time to think about it. He said that a lot took place this evening with
126 accepting a new member and losing another and there has been confusion in the past with
127 making decisions too quickly so he'd like the Committee to think about it for the week.

128 ***The motions on the table were withdrawn.***

129

130 Bruce Cleveland asks the Committee if they would like to repost the position with
131 different dates and the Committee agreed to repost the position with the deadline date of
132 the close of business on October 1, 2012. Cathy Gorman asked that be Board of
133 Selectman email address be added to the ad for contact information. Brenda Copp said
134 she would like to contact a prior Budget Committee member to see if he is interested and
135 Bruce said any Committee member can reach out to anyone they feel may be interested
136 but the position will be posted as well. Bruce also said if they receive a letter of intent he
137 will contact that person and ask them to come to the meeting. The Committee agreed.

138

139 Bruce Cleveland asked the Committee to review the minutes September 5, 2012. Lauren
140 Cairns stated that line 41 should read absolutely nothing to do with Jon himself,.....
141 And also on line 99 the line is bold and italic and it shouldn't be.

142 ***Motion by*** Bruce Cleveland to accept the minutes of September 5, 2012 as amended.

143 ***Seconded by*** Dawn Nicolaisen.

144 ***In Favor,*** Dawn Nicolaisen, Lauren Cairns, Bruce Cleveland, Brenda Copp, Cathy
145 Gorman.

146 ***Abstain*** Jon Goldman.

147 ***Motion passes 5-0-1***

148

149 Bruce Cleveland asked the Committee to review the minutes of September 12, 2012.
150 Cathy Gorman said line 228 should read She said the past 2 years approximately only
151 56% has been used.

152 **Motion by** Brenda Copp to accept the minutes of September 12, 2012 be accepted as
153 amended.

154 **Seconded by** Dawn Nicolaisen.

155 **In Favor,** Dawn Nicolaisen, Lauren Cairns, Bruce Cleveland, Brenda Copp, Cathy
156 Gorman.

157 **Abstain** Jon Goldman.

158 **Motion passes 5-0-1**

159

160

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

163 **Seconded by Cathy Gorman.**

164 Bruce Cleveland explains that this budget has the same numbers as last week, the only
165 difference is it is now known that it is a stipend position and the hours and rate has been
166 removed.

167 **Motion by** Brenda Copp to accept the Code Enforcement Account with Gross Expenses
168 of \$3,566.16, Revenue of \$0.00 and Net Expenses of \$3,566.16 pending further review.

169 **Seconded by** Bruce Cleveland.

170 **In Favor,** Dawn Nicolaisen, Lauren Cairns, Bruce Cleveland, Brenda Copp, Cathy
171 Gorman, Jon Goldman.

172 **Motion passes 6-0-0**

173

174

175 **Motion by Bruce Cleveland to put the Health Officer Account budget 4411.0 on the**
176 **table for discussion.**

177 **Seconded by Cathy Gorman.**

178 Bruce Cleveland explains that this budget has the same numbers as last week, the only
179 difference is it is now known that it is a stipend position and the hours and rate has been
180 removed.

181 **Motion by** Brenda Copp be accepted with Gross Expenses of \$4,116.16, Revenue of
182 \$50.00 and Net Expenses of \$4,066.16 pending further review.

183 **Seconded by** Cathy Gorman.

184 **In Favor**, Dawn Nicolaisen, Lauren Cairns, Bruce Cleveland, Brenda Copp, Cathy
185 Gorman, Jon Goldman.

186 **Motion passes 6-0-0**

187

188 Bruce Cleveland stated the Moderator's account is still outstanding and Brenda Copp said
189 it may be reviewed as early as next week.

190

191 **Motion by Brenda Copp to put the Plumbing Account on the table for discussion.**

192 **Seconded by Cathy Gorman.**

193 Gary Paradis is present to discuss this account. Dawn Nicolaisen asked if the Payroll line
194 is strictly by permits and Gary said yes. Dawn also asked about the computer and is this
195 something new. Gary said yes, Tim Howard was supposed to drop off a computer to the
196 Town but they haven't received it yet and they are waiting for an estimate on it. He said
197 they were looking into a net book, but that won't do what they need it to do. He is
198 looking for \$600.00 for the computer and \$100.00 for the upgrades and maintenance on
199 it. Jon Goldman said he would like to see a new line added for the Computer because
200 moving forward there will be maintenance costs and upgrades as an ongoing item. Jon
201 also stated he would like to see the Town look into leasing computers instead of
202 purchasing them as every 3 years they could be turned in and receive a new one in its
203 place. Gary said he will be happy to provide the Budget Committee with a quote as soon
204 as he receives it from Tim Howard.

205 **Motion by** Jon Goldman to create a new line titled Computer/Computer Software.

206 **Seconded by** Brenda Copp.

207 Cathy Gorman said this will be consistent with all budgets.

208 **In Favor**, Dawn Nicolaisen, Lauren Cairns, Bruce Cleveland, Brenda Copp, Cathy
209 Gorman, Jon Goldman.

210 **Motion passes 6-0-0**

211

212 **Motion by** Jon Goldman to reduce the Supply line to \$1.00.

213 **Seconded by** Dawn Nicolaisen.

214 ***In Favor***, Dawn Nicolaisen, Lauren Cairns, Bruce Cleveland, Brenda Copp, Cathy
215 Gorman, Jon Goldman.
216 ***Motion passes 6-0-0***
217
218 ***Motion by*** Jon Goldman to increase the Computer/Computer Software line to \$700.00.
219 ***Seconded by*** Brenda Copp.
220 ***In Favor***, Dawn Nicolaisen, Lauren Cairns, Bruce Cleveland, Brenda Copp, Cathy
221 Gorman, Jon Goldman.
222 ***Motion passes 6-0-0***
223
224 ***Motion by*** Brenda Copp to accept the Plumbing Inspector Account with Gross Expenses
225 of \$9,181.00, Revenue of \$10,880 and Net Expenses of -\$1,699.00 pending further
226 review.
227 ***Seconded by*** Cathy Gorman.
228 ***In Favor***, Dawn Nicolaisen, Lauren Cairns, Bruce Cleveland, Brenda Copp, Cathy
229 Gorman, Jon Goldman.
230 ***Motion passes 6-0-0***
231
232 ***Motion by Bruce Cleveland to put the Treasurer Account budget 4150.5 on the table***
233 ***for discussion.***
234 ***Seconded by Brenda Copp.***
235 Bruce Cleveland said there is a letter from the Treasurer that he asked if the Committee
236 reviewed it. Bruce said with everything that was included in the letter he determined the
237 cost is about \$320.00 a month, which is a good value for the town. Dawn Nicolaisen said
238 she agrees.
239 ***Motion by*** Brenda Copp to accept the Treasurer's Account with Gross Expenses of
240 \$3,968.69, Revenue of \$0.00 and Net Expenses of \$3,968.69 pending further review.
241 ***Seconded by*** Jon Goldman.
242 ***In Favor***, Dawn Nicolaisen, Lauren Cairns, Bruce Cleveland, Brenda Copp, Cathy
243 Gorman, Jon Goldman.
244 ***Motion passes 6-0-0***

245 **Motion by Bruce Cleveland to put the Trustees Account budget 4199.0 on the table for**
246 **discussion.**

247 **Seconded by Lauren Cairns.**

248 There was no discussion on this account.

249 **Motion by Brenda Copp to accept the Trustees account with Gross Expenses of \$325.00,**
250 **Revenue of \$0.00 and Net Expenses of \$325.00 pending further review.**

251 **Seconded by Jon Goldman.**

252 **In Favor,** Dawn Nicolaisen, Lauren Cairns, Bruce Cleveland, Brenda Copp, Cathy
253 Gorman, Jon Goldman.

254 **Motion passes 6-0-0**

255

256

257 **Motion by Bruce Cleveland to put the Cemetery Account budget 4195.0 on the table for**
258 **discussion.**

259 **Seconded by Jon Goldman.**

260 Bruce Cleveland asks if the \$1,200 is to replace an existing mower and Brenda Copp said
261 yes. Brenda also said she made a comment at the BOS meeting that this is the second
262 account that has come through without a quote for a new purchase. Bruce also asked
263 what the Supply line is used for and Brenda said items such as grub removal and anything
264 to do with maintaining the cemeteries. Dawn Nicolaisen asked if there are quotes on this
265 and Brenda said no, the purchasing policy states you don't need quotes on any purchases
266 less than \$5,000.00 but she told the BOS the Budget Committee would be looking for
267 them. Jon Goldman suggested creating a new line for New Equipment and have the
268 mower be added to that line.

269 **Motion by Jon Goldman to add a New Equipment line to this account.**

270 **Seconded by Cathy Gorman.**

271 **In Favor,** Dawn Nicolaisen, Lauren Cairns, Bruce Cleveland, Brenda Copp, Cathy
272 Gorman, Jon Goldman.

273 **Motion passes 6-0-0**

274

275

276 **Motion by** Jon Goldman to add \$1,200.00 to the New Equipment line.

277 **Seconded by** Lauren Cairns.

278 **In Favor,** Dawn Nicolaisen, Lauren Cairns, Bruce Cleveland, Brenda Copp, Cathy
279 Gorman, Jon Goldman.

280 **Motion passes 6-0-0**

281

282 **Motion by** Brenda Copp to accept the Cemetery Account with Gross Expenses of
283 \$4,200.00, Revenue of \$0.00 and Net Expenses of \$4,200.00 pending further review.

284 **Seconded by** Cathy Gorman.

285 **In Favor,** Dawn Nicolaisen, Lauren Cairns, Bruce Cleveland, Brenda Copp, Cathy
286 Gorman, Jon Goldman.

287 **Motion passes 6-0-0**

288

289

290 Bruce Cleveland asked the Committee to review the Budget Worksheet. Brenda Copp
291 said she likes it but she feels they are too far into the season to send it to the Departments
292 Heads at this point. Jon Goldman said he likes the idea, but feels as a Department Head,
293 he would rather sit in front of the Board and discuss his budget instead of just providing
294 the information on the paper. Dawn Nicolaisen said the Budget Committee said it was
295 mandatory to be filled out but there was no follow through from the Budget Committee if
296 a department came forward without it. The Board agrees it is a good tool, but it should
297 have gone to Department Heads weeks ago. Bruce asked the Committee to hold onto it
298 and they will bring it up at their first meeting next year.

299

300 Brenda Copp informed the Committee of some upcoming dates such as all Warrant
301 Articles must be submitted by January 8, 2013 and the Deliberative Session is scheduled
302 for Saturday, February 2, 2013 at 8am with a snow date of Saturday, February 9, 2013.
303 She also stated the Town Election is scheduled for March 12, 2013 from 8am – 8pm.

304

305 Dawn Nicolaisen stated that she gives the updated information from the Budget
306 Committee meetings to Darlene so she has the changes that were made and she will
307 continue to do that.

308

309 Lauren Cairns said that she will check the numbers from the budgets against the minutes
310 to be sure they are correct.

311

312 Dawn Nicolaisen said that she will not be present next week.

313

314

315 Meeting adjourned 7:45

316

317

318

319 Respectfully submitted,

320 Sue Reynolds

321