

DRAFT

Budget Committee Minutes

Town of Sandown, NH

Meeting Date: Wednesday, October 10, 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*), Jon Goldman, Bill Carter

Recording Secretary: Sue Reynolds

Not Present: Cathy Gorman, Dawn Nicolaisen, Lauren Cairns

Meeting was called to order by Bruce Cleveland at 6:40 PM.

Bruce Cleveland asked the Committee to review the minutes of Wednesday, October 3, 2012. Bill Carter stated that there was a misunderstanding at last week's meeting between him the BOS and the Budget Committee Chairman as to when the Budget Committee should meet and Bruce Cleveland asked Bill to wait until the end of the meeting to bring this up. Bruce Cleveland stated that on page 8 should read Bruce said he sent an email out by mistake to the Budget Committee in regards to the Planning Board and the email was only meant for the Planning Board. Bruce referred to lines 236 – 238. Bruce also noted that on page 2 Dawn Nicolaisen was spelled incorrectly.

Motion by Brenda Copp to accept the minutes of Wednesday, October 3, 2012 as amended.

Seconded by Jon Goldman

In Favor, Jon Goldman, Bruce Cleveland, Brenda Copp, Bill Carter.

Motion passes unanimously.

31 ***Motion by Bruce Cleveland to put the Planning Board Account budget 4191.1 on the***
32 ***table for discussion.***

33 ***Seconded by Brenda Copp.***

34 Ed Mencis and Matt Russell are here to present this budget.

35 Matt said that Mr. Traeger the Planning Board Chairman, approached the BOS a few
36 weeks ago with a reduced figure in the Payroll line of \$12,897.15. Matt said the Payroll
37 amount was discussed at a recent Planning Board meeting and it was agreed that they
38 would like to increase the Payroll line to \$15,000.00 and have a little bit of a buffer in
39 that line for unexpected duties performed by the Planning Board Aide. Matt said that
40 Andrea Cairns is new to the Planning Board and is doing a fabulous job. Matt stated that
41 they are about 75% complete with the Master Plan and they have given Andrea the
42 responsibility to complete it next year. Matt stated that the Master Plan committee has
43 dissolved. Matt said they were planning to go back before the BOS and ask for an
44 increase of \$2,102.85 for the Payroll line. Ed Mencis said if the Planning Board decides
45 to move forward with any Zoning Amendments that takes more time and longer meetings
46 and this amount was not budgeted. He also said even with adding this amount in they are
47 still 19% lower than last year. Bruce Cleveland asked what the meeting schedule is and
48 Matt Russell said they meet twice a month except for the month of November, which
49 they only meet once. Matt also said that usually during the summer months they only
50 meet once as well. Brenda Copp asked how they came up with the \$15,000.00 amount as
51 they can't just round off the amount. She suggested they figure out how many hours the
52 Aide will be needed and multiply it by the rate of pay to come up with a true figure.
53 Brenda also stated that the Aide went from 3 partial days per week to 2 partial days per
54 week in the office and feels that there will be enough money in the Payroll line to cover
55 what they are asking for. She also states there was a large amount of money left in the
56 Payroll line from last year that wasn't used. Jon Goldman did the math and said they
57 would need about 112 more hours added to the payroll detail for the 39 weeks. Brenda
58 Copp asked how many hours per day Andrea is in the office and Ed said he thinks she's
59 there from 9-2, which is 10 hours per week. Matt Russell said the meetings run about 3-3
60 ½ hours so that would be 6 hours per month. The Committee discussed 61 hours per
61 month x 50 weeks = 732 hours. Jon said if that is true then there are already 40 hours

62 more budgeted at this time. There are 692 hours budgeted for the Aide at this point.
63 Brenda asked if Matt and Ed understand how they are getting the amount and Matt says
64 he understands how they are calculating the amounts, but he doesn't know for sure how
65 many hours the Aide works in the office and how long their meetings will be and he
66 doesn't know how much extra work the Planning Board will ask of her for next year. Jon
67 feels that if the Planning Board is asking for \$15,000.00 and it is not enough then it is up
68 to them to find the money elsewhere in their budget. He said the amount is still a lot less
69 than what they requested last year. Brenda agreed. Jon explained that the detail will look
70 as follows: 39 weeks would be 631 hours x \$18.73 = \$11,818.63 and the 13 weeks
71 would be 173 hours x \$18.36 = \$3,176.28 and the total amount will be \$14,994.91 for the
72 Payroll line.

73 **Motion by** Brenda Copp to reduce the Copy line to \$0.00.

74 **Seconded by** Bruce Cleveland.

75 Brenda explained that this line is being removed as the BOS agreed to move all copying
76 expenses to the Executive Budget and they Copy amounts are being removed from all
77 Departments' budgets.

78 **In Favor,** Jon Goldman, Bruce Cleveland, Brenda Copp, Bill Carter.

79 **Motion passes unanimously.**

80

81 **Motion by** Jon Goldman to increase the Payroll line to \$14,994.91.

82 **Seconded by** Brenda Copp.

83 **In Favor,** Jon Goldman, Bruce Cleveland, Brenda Copp, Bill Carter.

84 **Motion passes unanimously.**

85

86 **Motion by** Jon Goldman to increase the hours for the 39 weeks to 631.

87 **Seconded by** Bruce Cleveland.

88 **In Favor,** Jon Goldman, Bruce Cleveland, Brenda Copp

89 **Abstain,** Bill Carter.

90 **Motion passes 3-0-1**

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93 **Motion by** Jon Goldman to change the total pay for the 39 week line with is 631 hours x
94 \$18.73 to \$11,818.63.

95 **Seconded by** Bruce Cleveland.

96 **In Favor,** Jon Goldman, Bruce Cleveland, Brenda Copp

97 **Abstain,** Bill Carter.

98 **Motion passes 3-0-1**

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100

101 Bill Carter makes a statement in regards to the Legal Expense line being in their budget
102 and not in the Executive budget. He refers back to a few years ago because the legal line
103 on the M7 was in trouble so the BOS decided to put the Legal Expense line into the
104 Planning Board budget and remove it from the Executive Account. Bill said he called the
105 Revenue Administration and spoke with the Chief Auditor and Bruce Cleveland asked
106 Bill to ask the question in writing to LCG and get a written response then bring it to the
107 Budget Committee. Bruce asked Bill what point was he trying to make and Bill said
108 because he opposed the Legal line in the Planning Board's budget does not mean he feels
109 that the Planning Board doesn't need Legal Council. He feels it should be in the
110 Executive budget and not in the Planning Board's budget. Ed Mencis said in the past
111 whenever there was a problem and the Planning Board needed money for a legal expense
112 they had to go to the BOS for permission so the BOS decided to put it in the Planning
113 Board budget. Bruce Cleveland asked Bill Carter if he was going to make a motion to
114 remove the Legal line from the budget and Bill said no, he will get the written opinion
115 from Legal Council first. Bruce Cleveland said this is something for the BOS to decide
116 not the Budget Committee. Bruce asks why the Revenue line went from \$29,000.00 to
117 \$4,000.00 and Matt Russell stated revenue is down due to the lack of building permits.

118 **Motion by** Jon Goldman to accept the Planning Board with Gross Expenses of
119 \$27,444.91, Revenue of \$4,000.00 and Net Expenses of \$23,444.91 pending further
120 review.

121 **Seconded by** Brenda Copp.

122 **In Favor,** Jon Goldman, Bruce Cleveland, Brenda Copp

123 **Abstain,** Bill Carter.

124 **Motion passes 3-0-1**

125 Brenda Copp said she would let the BOS know during the liaison report so they don't
126 have to go before the BOS again. Matt and Ed said that would be great.

127

128

129 **Motion by Bruce Cleveland to put the Election & Registration Account budget**
130 **(Moderator) 4140.2 on the table for discussion.**

131 **Seconded by Jon Goldman.**

132 Bruce Cleveland asked about the decrease in the Ballots & Coding of machine and
133 Brenda Copp said in 2012 there were 4 elections and in 2013 there will only be 1 so the
134 coding and ballots will be less. Brenda also said the Voting machine line went up by
135 \$400.00 to replace some parts of the machine. Jon Goldman asked about this being a
136 Repair and Maintenance line and Brenda said this is part of the machine and should stay
137 where it is.

138 **Motion by Jon Goldman to accept the Election & Registration (Moderator) budget with**
139 **Gross Expenses of \$5,275.00, revenue of \$0.00 and Net Expenses of \$5,275.00 pending**
140 **further review.**

141 **Seconded by Brenda Copp.**

142 **In Favor, Jon Goldman, Bruce Cleveland, Brenda Copp, Bill Carter.**

143 **Motion passes unanimous**

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145

146 **Motion by Bruce Cleveland to put the ZBA Account budget 4191.3 on the table for**
147 **discussion.**

148 **Seconded by Jon Goldman.**

149 Bruce Cleveland said there was confusion last week on the Payroll line and he states that
150 the former employee received a 2% increase in 2010 and 2011 and for the 2012 budget
151 no raise was budgeted as the Aide left on January 12th making \$15.92 and a new Aide
152 was hired on January 30th, 2012 at a rate of \$15.92. There was no raise given as this was
153 a new employee. The ZBA is requesting a 2% increase for 2013 which will bring the
154 hourly rate up to \$16.24, which matches the payroll amount submitted by the ZBA.

155 **Motion by** Jon Goldman to accept the ZBA account with Gross Expenses of \$1,572.32,
156 Revenue of \$500.00 and Net Expenses of \$1,070.32 pending further review.

157 **Seconded by** Bill Carter.

158 **In Favor,** Jon Goldman, Bruce Cleveland, Brenda Copp, Bill Carter.

159 **Motion passes unanimous**

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161 Bruce Cleveland said that the Conservation Commission requested to appear before the
162 Budget Committee on November 14th and Bruce said he will schedule him that evening
163 after the Police budget.

164

165 Bill Carter wanted to follow up with a discussion that took place last week in regards to
166 when the Budget Committee meets. Bill said he supplied the Budget Committee and
167 BOS with a copy of the statute and referred to this during the discussion. Bill said that
168 the Budget Committee shall meet periodically to review the expenditures. Brenda Copp
169 said that Bill is referring to 32:22 Review of Expenditures and says if you only read that
170 1 sentence it sounds like they could meet, but she refers to the statement prior to that
171 which reads upon request by the Budget Committee the department heads shall provide
172 the Budget Committee in detail their intended expenditures. Brenda states this is exactly
173 what the Budget Committee is doing now. Brenda says once the Final Meeting is held
174 the budget goes to the Deliberative Session and the budget is approved it now becomes
175 the duty of the BOS to oversee the budget according to the wishes of the voters. Bill
176 Carter makes reference to spending money without an appropriation and Brenda Copp
177 said adamantly that, that does not happen in this Town. She says there is no money spent
178 without an appropriation and if the voters say no, then no means no. Brenda Copp
179 requests that Bill Carter put his request to LGC in writing as to who has authority over
180 the budget and the expenditures once it has been voted on. Bruce Cleveland stated that
181 he understands that Bill Carter feels the Budget Committee can meet during the months
182 of January and June to review the budgets. Bruce Cleveland said the Budget Committee
183 can vote to meet periodically during January and June but he asks that Bill wait to bring
184 this up later as it would be a decision made by next year's Committee. Bill Carter is
185 concerned that if a department has extra money in their budget and they want a computer

186 they can use the extra money to do so and Bruce Cleveland stated that the budgets are
187 bottom line budgets and if there is money left in one line the department head can use it
188 for other things within their department. Bill Carter also states the other problem he has
189 is with the Public Hearing. He asked what the difference is between a Public Hearing
190 and a Budget Committee meeting. Bruce Cleveland said at the Public Hearing the
191 Budget Committee reviews all of the budgets and after they are accepted by the Budget
192 Committee no other changes can be made by the Committee. Bill mentioned the past
193 years and Bruce said he does things by the book. Bill said he agrees with what is taking
194 place with the Budget Committee at this point and would like to point out that Sandown
195 is the only town working on the 2013 budget at this time. Brenda Copp said that the
196 State sets the final date not the BOS or the Budget Committee. She states that the Final
197 Hearing is to review all budgets and all Warrant Articles, which the public is invited to
198 attend. Bill Carter said he agrees with the final budget hearing date and Town Meeting
199 but again he refers to what was done in the past with spending money in a previous year
200 when it wasn't appropriated. Bruce Cleveland assures Bill that the rules of the Budget
201 Committee will be followed as long as he remains chairman. Bruce said in regards to last
202 year's final hearing there were only a few minor changes on the budgets and he is
203 expecting the same for this year. Jon Goldman also stated that every time he was on the
204 Budget Committee the rules were followed as well.

205

206 Bruce Cleveland said that next week's budgets will be the Highway Facility account and
207 the Highway Operating account.

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209 Meeting adjourned 7:45

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211

212 Respectfully submitted,

213 Sue Reynolds

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