

1 **DRAFT**

2 **Budget Committee Minutes**

3 **Town of Sandown, NH**

4
5 **Meeting Date: Wednesday, November 7, 2012**

6 **Type of Meeting: Public**

7 **Method of Notification: Public posting – Town Hall & Post Office**

8 **Meeting Location: Town Hall, Second Floor**

9
10 **Members Present:** Bruce Cleveland, Selectwoman Copp (*Selectman Ex-Officio*), Jon
11 Goldman, Lauren Cairns, Dawn Nicolaisen, Cathy Gorman

12 **Not Present:** Bill Carter

13 Recording Secretary: Sue Reynolds

14
15 Meeting was called to order by Bruce Cleveland at 6:30 PM.

16
17 Bruce Cleveland asked the Committee to review the minutes of Wednesday, October 24,
18 2012. Bruce stated that line 73 the amount should be 516,727.16, line 91 hydraulics was
19 spelled incorrectly, line 104 Copp was spelled incorrectly, line 134 Genualdo was spelled
20 incorrectly, line 151 should read there are changes...., line 148 should be 4140.1. Lauren
21 Cairns said line 35 should read he said he will run the furnace....

22 **Motion by** Brenda Copp to accept the minutes of October 24, 2012 as amended.

23 **Seconded by** Lauren Cairns.

24 **In Favor,** Dawn Nicolaisen, Lauren Cairns, Brenda Copp, Jon Goldman, Bruce
25 Cleveland and Cathy Gorman.

26 Motion passes 6-0-0

27
28 **Motion by Bruce Cleveland to put the Insurance Account budget 4196.0 on the table**
29 **for discussion.**

30 **Seconded by Brenda Copp.**

31 Selectman Steve Brown and Lynne Blaisdell, Office Manager is presenting this budget.
32 Bruce Cleveland asked about the Unemployment going down and Lynne said it a rate set
33 by Primex and this is the 2013 rate they were given. Lynne said it is based on what is
34 being paid out. Lynne also said workmen's comp is up due to a rate change and they
35 have a multi-year agreement and also a cap at 8%. Bruce also asked about the Volunteer
36 Firefighter's Insurance. Brenda Copp explained that all employees in town get a
37 \$10,000.00 policy and the Firemen's Association doesn't kick in unless they have their
38 own policy so the Town is insuring them for the \$10,000.00. Brenda also stated there
39 may be a slight change in the amount at the final meeting as the age limit is different
40 from what they thought it was so right now there are 36 firemen covered and they may
41 add a few more prior to the final meeting. Jon Goldman explains the insurance will only
42 pay according to your existing life insurance beneficiary plan.

43 **Motion by** Brenda Copp to accept the Insurance budget with Gross Expenses of
44 \$97,021.32, Revenue of \$0.00 and Net Expenses of \$97,021.32 pending further review.

45 **Seconded by** Dawn Nicolaisen.

46 **In Favor,** Dawn Nicolaisen, Lauren Cairns, Brenda Copp, Jon Goldman, Bruce
47 Cleveland and Cathy Gorman.

48 **Motion passes 6-0-0**

49
50 **Motion by Bruce Cleveland to put the Government Building Account budget 4194.0 on**
51 **the table for discussion.**

52 **Seconded by Brenda Copp.**

53 Selectman Steve Brown and Lynne Blaisdell, Office Manager is presenting this budget.
54 Lauren Cairns asked about the Equipment Maintenance/Purchase line and what is being
55 purchased. Lynne Blaisdell asked Lauren to refer to the information in the packet. Bruce
56 Cleveland asked if the new equipment can be put into a separate line on next year's
57 budget. Steve Brown and Lynne Blaisdell said that wouldn't be a problem. Dawn
58 Nicolaisen asked about purchasing a new copier vs. leasing one. Steve said Lynne is
59 looking into a lease price at this time so that amount may change at the final meeting.
60 Jon Goldman asked about the amount of \$5,890.00 for the new copier and the \$2,625.00
61 for annual copier maintenance. Lynne said there is an annual maintenance agreement

62 with the copier they have now. That includes annual maintenance, service when the
63 copier breaks and it also includes toner and staples. Lynne said they would keep the
64 same maintenance agreement for the new copier as well at the amount of \$2,625.00. Jon
65 stated that because the copier would be brand new and there should be a 1 year warranty,
66 why not eliminate the maintenance plan for the first year of having the copier. Lynne
67 said she has the same questions for the sales person in regards to the lease of the copier.
68 Steve Brown said if they eliminate the maintenance agreement for the first year and go to
69 purchase it at a later date they may pay more for the maintenance agreement because the
70 copier is a year older, instead of having the maintenance on it from the beginning. Jon
71 Goldman asked why the revenue line is decreased by half. Lynne said they are trying to
72 lower the amount of the revenue each year as the rentals at the Town Hall are much less
73 due to the recreation building rentals. Lynne also said there are much fewer copies being
74 made as documents are available on line now. Lynne said they are currently at \$945.00
75 and they will reevaluate it again next year. Bruce Cleveland asked about the handicapped
76 bathroom and the amount of the warrant article. Lauren Cairns asked why there is such a
77 big difference in the amount of the warrant article and the actual cost. Steve Brown
78 explained that the original price came from the architect that designed the building.
79 When the RFP was sent out that architect didn't respond and the lowest bid was
80 \$26,000.00. Cathy Gorman asked why the additional amount needed isn't going back to
81 warrant article and just going into the budget. Steve Brown said the BOS discussed that
82 and felt that it was important enough as there are a lot of seniors and handicapped people
83 using the upstairs of Town Hall that it be put in the budget to be passed in case the
84 warrant article failed. They also didn't want to have too many warrant articles. Brenda
85 Copp also stated the amounts can be changed at deliberative session whether it is in the
86 budget or in a warrant article. Lynne said if the money goes in a warrant article and it
87 fails then no means no so they can't put in the bathroom. She also said they did call the
88 builder and ask if there was anything the Town could do themselves to save and the
89 builder said no. Cathy Gorman says that if the amount stays in the budget then it should
90 be on its own line labeled handicapped construction. Dawn Nicolaisen asked if the bid
91 has been awarded or is it going back out to bid. Steve Brown said he doesn't think it is
92 going back out to bid as the builder that was awarded the bid said he will keep the same

93 price for next year as well. Laure Cairns also feels that it should have a separate line so it
94 can be as transparent as possible and she also expresses that she is very irritated as a tax
95 payer that the estimate was too low to begin with. Jon Goldman cautioned the Budget
96 Committee not to purposely set the line up for failure. Dawn Nicolaisen is concerned that
97 the extra money needed will be enough without a current bid. Brenda Copp said the BOS
98 did their homework and the project was put on the Master Plan to be done in 2015 but
99 they were getting a lot of requests to do the project sooner so it was moved to 2012.
100 They didn't have time to go out to bids prior to getting it on a warrant article and having
101 the wording approved by DRA. She stated the BOS had the architect/builder give them a
102 price, which is what they used for the warrant article. Cathy Gorman said it is important
103 for the residents to know that it is going to cost more than what they originally approved.
104 Lauren Cairns said she is not setting it up for failure it is making it clear as to where the
105 money is going and feels it should stay in the budget. Bruce Cleveland sums this up by
106 saying the project was moved up a few years and because of the timing the BOS were
107 unable to go out to bid to multiple builders and the amount that was originally given was
108 much lower than it will actually cost. Bruce also asked how the voters see the
109 information at deliberative session. Lynne said this is information that is provided under
110 that line. Lynne said the BOS paid \$4,000.00 to the architect in hopes he would deliver
111 an appropriate cost. She also said she said out RFP's to 9 contractors and only received 2
112 back. Lynne also said that a lot of the RFP's are sent to builders in Town but when they
113 don't get awarded the jobs, they tend to stop bidding. Also they tend to cut some of the
114 cost as they are doing work for their town. Lynne also said if a new line is added for this
115 project and for some reason the budget doesn't pass and it goes to the default budget, the
116 money in the new line can't be used as that line wasn't in the budget last year. Jon
117 Goldman said if the budget goes to the default then he hopes the Town wouldn't be
118 looking for \$7,000.00 for a new bathroom. Lynne explained that if there is \$13,000.00 in
119 the maintenance line and there are no other projects to be done, then that is the money
120 they would use for the bathroom and Jon understood. Dawn Nicolaisen asked about the
121 Library lawn and irrigation for \$5,500.00 but the quotes are not that high. Lynne said the
122 quote she received was for \$4,300.00 which is only the lawn and the irrigation system

123 time will be donated. Lynne said the number of heads that are the same as what the
124 needed for Town Hall which is \$1,500.00 and that line can be reduced by \$800.00.

125 **Motion by** Brenda Copp to accept the Government Building Account with Gross
126 Expenses of \$100,353.60, Revenue of \$2,500.00 and Net Expenses of \$97,853.60
127 pending further review.

128 **Seconded by** Jon Goldman.

129 **In Favor,** Dawn Nicolaisen, Lauren Cairns, Brenda Copp, Jon Goldman, Bruce
130 Cleveland and Cathy Gorman.

131 **Motion passes 6-0-0**

132

133 **Motion by Bruce Cleveland to put the Executive Account budget 4130.0 on the table**
134 **for discussion.**

135 **Seconded by Brenda Copp.**

136 Selectman Steve Brown and Lynne Blaisdell, Office Manager is presenting this budget.
137 Lauren Cairns asked about the mosquito control and why it is put in the budget and not in
138 a warrant article. Steve Brown said that the BOS felt is very important to have this done
139 as there was EEE found in town. The BOS feel more confident in the budget passing
140 than the warrant article they decided to move it to the budget. He also said they had
141 many questions as to why it is a warrant article year after year. He also said if the Budget
142 Committee would like to remove it and put it in a warrant article that is ok too. Lynne
143 said it has passed as a warrant article for the past 5 or 6 years. Dawn Nicolaisen said
144 she's not sure how she feels but at deliberative session there is always a huge discussion
145 about where is sprayed. She is also concerned about the large increase in the budget.
146 Steve Brown said they don't just spray the parks and recreation areas. There are many
147 areas in Town that are tested then sprayed if needed. He also said if a resident would like
148 their property tested they just have to call Town Hall and their area will be tested.
149 Brenda Copp said the tax impact is the same whether this is in the budget or put on a
150 warrant article. If this is put in a new line in the budget and the budget goes to default
151 then no spraying can be done next year. Jon Goldman asked about inquiring with the
152 schools as their areas are sprayed as well. Lynne said that is on her list to contact the
153 schools as in the past when the Town had emergency reasons to spray the schools did

154 reimburse the Town for a portion of it. Lauren Cairns said she feels safer that it will pass
155 in a warrant article vs. putting it in the budget. Cathy Gorman agrees with Lauren and
156 this is not the best time to make the shift. Jon Goldman is inclined to agree with the BOS
157 and leave it in the budget. Bruce Cleveland asks what happens if the money is put in the
158 budget and removed at deliberative session and Lynne said there is no money available
159 for this. Brenda Copp said the default risk is only for the first year. Jon Goldman had a
160 question about the computer maintenance line and computer support. Lynne said the
161 computer support is the IT vendors that maintain the computers, patch updates. Lynne
162 said the computers are constantly monitored and it is their network as well. Lynne said
163 they are also slightly over budget on this line as they added 2 new laptops for the Town.
164 She explained that the charge is \$50.00 per month per computer, the fire wall and the
165 server the total cost is \$16,500.00 which is a contracted price for the next two years. Jon
166 Goldman said they are paying over \$20,000.00 for computer support and feels maybe it is
167 time to hire an IT person to maintain the Town's computers. He suggested as a taxpayer
168 to have the BOS look into having 5 year IT plan and not sit with Armon to do it. He
169 suggested the BOS ask a committee of people in the industry look into this with them.
170 Lynne said you also have to take salary, unemployment, etc into consideration. Dawn
171 Nicolaisen asked why the computer maintenance is down \$11,000.00 and Lynne said in
172 2011 they purchased a new server.

173 **Motion by** Lauren Cairns to reduce the Mosquito Control Program line to \$1.00.

174 **Seconded by** Cathy Gorman.

175 Lauren states the reason she made this motion is because she feels there is a big increase
176 in this budget already without this. Lynne said the budget was reduced by \$11,000.00 by
177 removing the server.

178 **In Favor,** Lauren Cairns, Cathy Gorman.

179 **Opposed,** Dawn Nicolaisen, Bruce Cleveland, Jon Goldman, Brenda Copp.

180 **Motion failed 2-4-0**

181

182 **Motion by** Brenda Copp to accept the Executive Account with Gross Expenses of
183 \$224,375.09, Revenue of \$750.00 and Net Expenses of \$223,625.09 pending further
184 review.

185 **Seconded by** Jon Goldman.

186 **In Favor**, Dawn Nicolaisen, Lauren Cairns, Brenda Copp, Jon Goldman, Bruce
187 Cleveland and Cathy Gorman.

188 **Motion passes 6-0-0**

189

190 **Motion by Bruce Cleveland to put the Assessors Account budget 4150.3 on the table for**
191 **discussion.**

192 **Seconded by Brenda Copp.**

193 Selectman Steve Brown and Lynne Blaisdell, Office Manager is presenting this budget.

194 Bruce Cleveland said the reason this is being brought back up for discussion is there is a
195 line being added for a reevaluation to be done next year. Brenda Copp explains that the
196 reevaluation is required by law every 5 years. She said the 3 quotes are attached and the
197 bid from Vision, Government Solutions was accepted. Lynne said this was another one
198 that was a tough decision between a warrant article or to put it in the budget. She said if
199 it was put in as a warrant article and it failed the State would mandate it regardless and
200 the money would need to be found within the budget. Lynne also said that there will be a
201 warrant article to start a Capital Reserve Fund for this purpose so there won't be such a
202 tax impact the next time it needs to be done. Dawn Nicolaisen asked the difference
203 between the reevaluation and assessing services. Lynne said that MRI does all of the
204 assessing work weekly which are processing building permits, abatements, reports to the
205 DRA, and home inspections. She said the property assessments are maintained regularly.
206 Lynne said this cost has been drastically reduced as in 2008 it cost the Town
207 \$150,000.00. She said it is worth it to have the assessing services and keep everything up
208 to date because the cost this year is only \$38,400.00.

209 **Motion by** Brenda Copp to add the Revaluation line to the Assessing account in the
210 amount of \$38,400.00.

211 **Seconded by** Jon Goldman.

212 **In Favor**, Dawn Nicolaisen, Lauren Cairns, Brenda Copp, Jon Goldman, Bruce
213 Cleveland and Cathy Gorman.

214 **Motion passes 6-0-0**

215

216 **Motion by** Brenda Copp to accept the Assessing Account with Gross Expenses of
217 \$120,400.00, Revenue of \$0.00 and Net Expenses of \$120,400.00 pending further review.

218 **Seconded by** Jon Goldman.

219 **In Favor,** Dawn Nicolaisen, Lauren Cairns, Brenda Copp, Jon Goldman, Bruce
220 Cleveland and Cathy Gorman.

221 **Motion passes 6-0-0**

222

223 Steve Brown stated that those were all the BOS budgets and gave Lynne a lot of credit
224 for putting all of them together.

225

226 Bruce Cleveland stated the budgets that will be reviewed next week are Animal Control,
227 Police Account and we will revisit Conservation.

228

229 Meeting adjourned 8:00

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231

232 Respectfully submitted,

233 Sue Reynolds

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