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**DRAFT**  
**Budget Committee Minutes**  
**Town of Sandown, NH**

**Meeting Date: Wednesday, December 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*), Jon Goldman, Lauren Cairns, Dawn Nicolaisen, Bill Carter, 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 Wednesday, December 5, 2012. Bruce stated that line 43 the Revenue should be \$500.00 and the Gross Expenses should be \$14,751.00. Bruce also stated the budget numbers were left off of line 51 Health & Human Services should be 4415.0, line 72 the Benefits account number should be 4155.0 and line 151 the Government Building account should be 4194.0.

**Motion by** Brenda Copp to accept the minutes of Wednesday, December 5, 2012 as amended.

**Seconded by** Bruce Cleveland.

**In Favor,** Dawn Nicolaisen, Bruce Cleveland, Cathy Gorman, Brenda Copp, Jon Goldman, Bill Carter

**Abstain** Lauren Cairns

**Motion passes 6-0-1**

Bruce Cleveland states that the Highway budget will have some changes in it as he received a letter from Lynne in regards to the house numbering system. Bruce explains

31 that there are 36 houses that still need house numbers and the Highway Department will  
32 be responsible to putting up the numbers. There will also be fines assessed if the  
33 residents don't comply so there will also be an increase in the Revenue line as well for  
34 this account. Bruce said this will be brought up again at the final budget hearing to  
35 change the numbers.

36

37 ***Motion by Bruce Cleveland to put the Recreation Operations Account budget 4520.2***  
38 ***on the table for discussion.***

39 ***Seconded by Brenda Copp.***

40 Presenting this budget are Ron Dulong, Deb Brown, George Blaisdell and Mike  
41 Donovan.

42 Deb Brown handed out new P&L's to the Committee. Deb also explained to the Board  
43 what it is that Recreation does. She said they are a committee that oversees 21 acres of  
44 maintained recreation area such as ball fields, recreation building and playgrounds. She  
45 stated they also run programs for adults, children and seniors. They also collaborate with  
46 other towns on certain activities as well. Deb also states they have 3 accounts so the  
47 numbers are more transparent. Bruce Cleveland asked why the Building Maintenance  
48 line is up from \$300.00 to \$1,300.00 and Ron Dulong said that the Recreation building is  
49 three years old and the interior needs to be repaired and painted.

50 ***Motion by Brenda Copp to accept the Recreation Operations account with Gross***  
51 ***Expenses of \$16,767.00, Revenue of \$3,495.00 and Net Expenses of \$13,272.00 pending***  
52 ***further review.***

53 ***Seconded by Jon Goldman.***

54 ***In Favor,*** Dawn Nicolaisen, Lauren Cairns, Jon Goldman, Bruce Cleveland, Brenda  
55 Copp, Bill Carter and Cathy Gorman.

56 ***Motion passes unanimously***

57

58 ***Motion by Bruce Cleveland to put the Park & Recreation Account budget (Summer***  
59 ***Recreation and Special Programs) 4520.1 on the table for discussion.***

60 ***Seconded by Brenda Copp.***

61

62 Presenting this budget are Ron Dulong, Deb Brown, George Blaisdell and Mike  
63 Donovan.

64 Bruce Cleveland asked why the Payroll line went up by \$8,000.00. Deb Brown  
65 explained they used to offer a program from 9am – 3pm and they also offer before and  
66 after care. Because they have a significant number of residents that use both the before  
67 and after care they decided to expand the program to 8am – 4pm and therefore they  
68 increased the hours for the counselors as well. She also said they projected the Revenue  
69 to be \$37,885.00 and it was actually \$48,606.00, which is an increase of 128%. Dawn  
70 Nicolaisen asked how many employees there are and Ron Dulong said there are 13  
71 regular counselors and 1 part time counselor and last year there were 11 full time  
72 counselors. Ron said there is a total of 17 employees with the coordinator and assistant  
73 coordinator. Bruce Cleveland asked about the number of employees vs. the amount they  
74 are being paid and Deb said they have the same number of employees but they have some  
75 employees that have left and they need to hire new employees at a lower rate. Brenda  
76 Copp stated this budget looks like an increase of 18% but with the amount of Revenue  
77 coming in it is actually a decrease of 10.16%. Jon Goldman said it is a great program for  
78 less than \$1,000.00 per week and it keeps the kids busy and off the streets.

79 **Motion by** Brenda Copp to accept the Park & Recreation Account budget (Summer  
80 Recreation and Special Programs) with Gross Expenses of \$61,449.08, Revenue from  
81 Summer Recreation of \$48,606.00, and Revenue from Special Programs of \$4,057.00 and  
82 Net Expenses of \$8,786.08 pending further review.

83 **Seconded by** Dawn Nicolaisen

84 **In Favor**, Dawn Nicolaisen, Lauren Cairns, Jon Goldman, Bruce Cleveland, Brenda  
85 Copp, Bill Carter and Cathy Gorman.

86 **Motion passes unanimously**

87

88 **Motion by Bruce Cleveland to put the Parks & Recreation Account budget 4520.0 on**  
89 **the tale for discussion.**

90 **Seconded by Brenda Copp.**

91 Presenting this budget are Ron Dulong, Deb Brown, George Blaisdell and Mike  
92 Donovan. Deb Brown thanks the Budget Committee for allowing the Recreation

93 Commission to come in last as a lot of the responsibility has to do without door facilities  
94 and they wait until the end of the year to spend the money needed. Deb Brown reminded  
95 the Committee that last winter was very mild and the fields were being used in the  
96 beginning of April, which is pretty early. Bruce Cleveland said that they would like to  
97 have the Benefits account be on the last week and have Recreation be on the second to  
98 last week. Deb said that would not be a problem as long as the Budget Committee  
99 understands that they are still spending money at that time. Jon Goldman asked about the  
100 Ball Field/Playground line as only 50% of the budget has been used at this time. Deb  
101 explained that the Mowing line was over expended by \$1,300.00 because the mowing  
102 began in April and they had to pay for 4 additional mowing that year. She also stated  
103 they put off the irrigating of the field because they didn't have the money for it and she  
104 also stated that \$1,300.00 will come out of the Ball Field /Playground line to cover the  
105 overage on the Mowing line. She also said there is maintenance going on now which will  
106 deplete the line by another \$1,200.00. Jon Goldman also asked about the Beach line as it  
107 is at 55% and Deb said there is maintenance being done there this week which will cost  
108 between \$350.00 & \$450.00. Jon then asked about the Community Program line not  
109 being used and Deb explained that they just spoke to the BOS in regards to this line and  
110 the money has been allocated as a community project for a new piece of playground  
111 equipment. She said they usually hold a community event in the nicer weather but  
112 because of the increase in the summer program she didn't have the time to plan a  
113 community activity. Bruce Cleveland asked what the \$1,900.00 will be used for under  
114 the New Equipment line. Deb said they are planning to purchase a commercial grade  
115 structure for shade and they cost \$785.00 plus shipping. The remainder will be used for  
116 playground equipment at the recreation building. Dawn Nicolaisen said she understands  
117 the need to wait until the end of the year to purchase new equipment as they are usually  
118 on sale and you can get last year's model. Dawn also asked about the increase in the  
119 Recording Secretary line and Deb explained that up until 2010 they budgeted for 12  
120 meetings per year and now they meet twice per month and in 2011 and 2012 the  
121 recreation commission met 19 times and she said if they didn't have a recording secretary  
122 they she transcribed the minutes and was paid from the Recreation Director's payroll line

123 and it was not paid from the Recording Secretary line. They are allotting 6 hours per  
124 meeting for the meeting and transcription.

125 Motion by Brenda Copp to accept the Parks and Recreation budget with Gross Expenses  
126 of \$85,477.41, Revenue of \$1.00 and Net Expenses of \$85,476.41 pending further  
127 review.

128 Seconded by Jon Goldman

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

131 ***Motion passes unanimously***

132

133

134 Bruce Cleveland stated the Final Public Hearing will be at 6:30pm on January 11<sup>th</sup> with  
135 an alternate date of January 15<sup>th</sup>.

136

137 ***Motion by Bruce Cleveland to put the Building Inspection account 4241.2 on the table***  
138 ***for discussion.***

139 ***Seconded by Brenda Copp.***

140 Brenda Copp explains the information reflects the new rates of the permit fees. Brenda  
141 said the new building inspector called area towns to inquire about their rates and she said  
142 that the Town of Sandown was very low compared to the area towns. She said she took  
143 the amount of permits for this year and added a few more through the end of the year and  
144 the new rate Payroll line should have been \$21,000.00 but she felt the amount of  
145 \$12,500.00 would be sufficient as it is fee based. Brenda also said the telephone went up  
146 because the previous building inspector held 5 positions and now there is just 1 inspector  
147 with his own phone line.

148 ***Motion by Brenda Copp to increase the Payroll line to \$12,500.00.***

149 ***Seconded by Jon Goldman.***

150 ***In Favor***, Dawn Nicolaisen, Lauren Cairns, Jon Goldman, Bruce Cleveland, Brenda  
151 Copp, Bill Carter and Cathy Gorman.

152 ***Motion passed unanimously***

153

154 **Motion by** Brenda Copp to increase the Payroll line to \$450.00.

155 **Seconded by** Jon Goldman.

156 **In Favor**, Dawn Nicolaisen, Lauren Cairns, Jon Goldman, Bruce Cleveland, Brenda  
157 Copp, Bill Carter and Cathy Gorman.

158 **Motion passed unanimously**

159

160 **Motion by** Brenda Copp to accept the Building Inspection account with Gross Expenses  
161 of \$13,725.00, Revenue of \$1,800.00 and Net Expenses of -\$4,275.00 pending further  
162 review.

163 **Seconded by** Dawn Nicolaisen

164 **In Favor**, Dawn Nicolaisen, Lauren Cairns, Jon Goldman, Bruce Cleveland, Brenda  
165 Copp, Bill Carter and Cathy Gorman.

166 **Motion passed unanimously**

167

168

169 **Motion by Bruce Cleveland to put the Highway Operating Account budget 4312.0 on**  
170 **the table for discussion.**

171 **Seconded by Brenda Copp.**

172 Bruce Cleveland explained that due to the mandatory house numbering system a new line  
173 needs to be added to this budget.

174 **Motion by** Brenda Copp to add line 26 and label it as Mandatory House Numbering and  
175 add \$280.00 to this line.

176 **Seconded by** Bruce Cleveland.

177 **In Favor**, Dawn Nicolaisen, Lauren Cairns, Jon Goldman, Bruce Cleveland, Brenda  
178 Copp, Bill Carter and Cathy Gorman.

179 **Motion passed unanimously**

180

181 **Motion by** Brenda Copp to increase the Revenue line by \$450.00.

182 **Seconded by** Bruce Cleveland.

183 **In Favor**, Dawn Nicolaisen, Lauren Cairns, Jon Goldman, Bruce Cleveland, Brenda  
184 Copp, Bill Carter and Cathy Gorman.

185 **Motion passed unanimously**

186

187 **Motion by** Jon Goldman to accept the Highway Operating Account with Gross Expenses  
188 of \$517,357.16, Revenue of \$800.00 and Net Expenses of \$516,557.16 pending further  
189 review.

190 **Seconded by** Cathy Gorman.

191 **In Favor**, Dawn Nicolaisen, Lauren Cairns, Jon Goldman, Bruce Cleveland, Brenda  
192 Copp, Bill Carter and Cathy Gorman.

193 **Motion passed unanimously**

194

195

196 Brenda Copp mentioned that the BOS decided to remove the copier from the budget this  
197 year and they will only have the maintenance for the current copier and they will revisit  
198 this again next year.

199

200 **Motion by Bruce Cleveland to put the Library Account budget 4550.0 on the table for**  
201 **discussion.**

202 **Seconded by Brenda Copp.**

203 Brenda Copp explained that the Benefits line needs to be increased by \$1,566.00 as the  
204 librarian receives benefits from the town and the increase was from \$1,000.00 to  
205 \$1,5000.00 per person and Dawn Nicolaisen asked if the \$1,000.00 was already in the  
206 budget and Brenda said she does not know for sure. The Budget Committee feels the  
207 discussion on this budget should wait until the Final Public Hearing.

208

209 Brenda Copp stated that at this point the total budget increase from last year is increased  
210 by 4.22%. Bruce explains that he would like to educate the public that even though the  
211 Gross Expenses went up the Revenue also went up. Jon suggested including it in the  
212 packet for Deliberative Session. Cathy Gorman suggested to hand out the information on  
213 Election Day as there is not a big turnout for deliberative session. Bill Carter said it is  
214 not known of the tax base increase. He also asked about the Warrant Article for the  
215 Police Station and asked to look at the overall Town impact. Dawn Nicolaisen said there

216 is a good Town Budget with responsible department heads and the residents of the Town  
217 need to get more involved in the School Budget if they are concerned about their taxes  
218 going up.

219

220 **Motion by Jon Goldman to put the Benefits Account budget 4155.0 on the table for**  
221 **discussion.**

222 **Seconded by Bruce Cleveland.**

223 Jon Goldman said he would like to fund the Health Reimbursement line at 75%. Brenda  
224 Copp said the employees are aware of what they are entitled to. Cathy Gorman  
225 understands what Jon is saying but would like to wait until the Public Hearing until the  
226 Committee has more accurate figures as to how much of the line was actually used this  
227 year. Dawn Nicolaisen agrees to fund it but not at 100%. Jon Goldman said it is  
228 currently funded at 69%.

229

230 **Motion by Jon Goldman to change the Health Reimbursement line to \$15,686.85.**

231 **Seconded by Bruce Cleveland.**

232 Bill Carter said he will willing to support it but he feels it will be of great discussion at  
233 Deliberative Session.

234 **In Favor**, Jon Goldman, Bruce Cleveland, Bill Carter.

235 **Opposed** Lauren Cairns, Cathy Gorman

236 **Abstain** Dawn Nicolaisen, Brenda Copp

237 **Motion passes 3-2-2**

238 Bruce Cleveland said he will look into the rules of the abstentions and if this motion  
239 passes or fails.

240

241 **Motion by** Lauren Cairns to accept the Benefits Account with Gross Expenses of  
242 \$391,175.03, Revenue of \$0.00 and Net Expenses of \$391,175.03 pending further review.

243 **Seconded by** Bruce Cleveland.

244 **In Favor** Lauren Cairns, Jon Goldman, Bruce Cleveland, Bill Carter, Cathy Gorman.

245 **Abstain** Brenda Copp and Dawn Nicolaisen.

246 **Motion passes 5-2-0**



247 Bruce Cleveland reminds everyone of the Public Hearing and Deliberative Session and  
248 wishes everyone a Merry Christmas.

249

250 Meeting adjourned 8:30

251

252 Respectfully submitted,

253 Sue Reynolds

254