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

**Meeting Date: Wednesday, April 24, 2013**

**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*), Lauren Cairns, Dawn Nicolaisen, Cathy Gorman, Steve Brown  
Recording Secretary: Sue Reynolds

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

Bruce Cleveland reviewed some items with the Committee prior to the beginning of the season.

Legal Opinions – Bruce said it is ok to reach out to LGC for a legal opinion but he asks the question and response be presented to the Budget Committee in writing so it can be submitted as part of the minutes.

Robert’s Rules – Bruce supplied the link for the members to refer to and he also stated RSA Ch32 is the Municipal Budget Law is there for the Committee to review.

Power Point - Bruce said he created a power point in regards to the SB2 process which is a bit different from the other ones.

Election of Committee Officers – Bruce said he would like to elect the officers at the next meeting and asked if anyone is interested to let him know.

31 Department Head Worksheet – Bruce asked about the Department Head worksheet and  
32 asked the Committee to think about what they would like to see and let him know. He  
33 said he will email out the form that he already has.

34  
35 Bruce reviewed the schedule of meetings and stated the moved the Library budget from  
36 October 9<sup>th</sup> to October 23<sup>rd</sup>. Also the Planning & ZBA will be moved to September 18<sup>th</sup>.  
37 Bruce also asked if the Committee minded moving the budgets in September out 1 week  
38 each and the first meeting will be to elect the officers. The Committee was ok with this  
39 change.

40  
41 The Board discussed the open position as Jackie Sweet will be moving out of town and  
42 has resigned from the committee. The Board agreed to advertise the open position now  
43 on the website, cable TV, and Tri Town News. He said if anyone is interested in the  
44 position they can let the BOS know and they will in turn get in touch with Bruce.

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46 Dawn Nicolaisen said she may not be at the meeting on September 4<sup>th</sup>.

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48 Bruce said he will make the changes to the schedule and email them out to the  
49 Committee. The first meeting to elect the officers may be the end of August instead of  
50 the beginning of September.

51  
52 Bruce also said he will email out the P&L for the budget on a monthly basis so the  
53 Committee can review it.

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55  
56 Meeting adjourned 7:00

57  
58 Respectfully submitted,  
59 Sue Reynolds

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