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DRAFT
Budget Committee Minutes
Town of Sandown, NH

Meeting Date: Thursday, September 11, 2013

Type of Meeting: Public

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

Meeting Location: Town Hall, Second Floor

Members Present: Bruce Cleveland, Dawn Nicolaisen, Cathy Gorman, Steve Brown, Daniel Saltalamacchia

Not Present: Selectwoman Copp
Recording Secretary: Sue Reynolds

The meeting was called to order by Bruce Cleveland at 6:15 PM.

Bruce Cleveland asked for a moment of silence due to the 12th anniversary of September 11th. Bruce also said that there is a vacancy on the Board due to Lauren Cairns moving and he thanked her for her service.

Bruce explained that emails for the budgets will come directly from the Finance Director instead of going through Bruce. Bruce also asked the Committee to review the revised budget schedule.

The election of the officers took place this evening.

Motion by Steve Brown to nominate Bruce Cleveland as Chairman of the Budget Committee.

Seconded by Dawn Nicolaisen.

Bruce asked if there was anyone else interested in the position and there was not.

In Favor, Cathy Gorman, Daniel Saltalamacchia, Steve Brown and Dawn Nicolaisen.

31 **Abstain** Bruce Cleveland.

32 **Motion passed 4-0-1**

33

34 **Motion by** Steve Brown to nominate Cathy Gorman as Vice Chairman.

35 Cathy appreciates the nomination but feels that with her work schedule and a few
36 meetings that she will miss this year she can't take this on.

37

38 **Motion by** Dawn Nicolaisen to nominate Steve Brown as Vice Chairman.

39 **Seconded by** Cathy Gorman.

40 **In Favor,** Cathy Gorman, Daniel Saltalamacchia, Bruce Cleveland and Dawn Nicolaisen.

41 **Abstain** Steve Brown.

42 **Motion passed 4-0-1**

43

44 Cathy Gorman said she will update the budgets as they change and send them to Steve for
45 the meetings that she is here.

46

47 Bruce Cleveland asked the Committee to review the minutes of April 24, 2013.

48 **Motion by** Steve Brown to accept the minutes of April 24, 2013 as written.

49 **Seconded by** Dawn Nicolaisen

50 **The minutes were accepted.**

51

52 Bruce Cleveland asked the Committee to review the minutes of July 18, 2013.

53 **Motion by** Steve Brown to accept the minutes of July 18, 2013 as written.

54 **Seconded by** Dawn Nicolaisen.

55 **The minutes were accepted.**

56

57 Bruce said the meetings will be run according to Robert's Rules.

58

59 **Motion by Bruce Cleveland to put the Assessors Account 4150.3 on the table for**
60 **discussion.**

61 **Seconded by Cathy Gorman.**

62 Lynne Blaisdell is presenting this budget.

63 Dawn Nicolaisen asked why the percentage used is so low. Lynne said it should be at
64 68% but they haven't received the final bill for re-evaluation of \$18,000.00. She also
65 said the assessors are billed monthly and the web hosting is paid in December. Cathy
66 Gorman asked about splitting up the amount of the re-evaluation over 5 years and Lynne
67 said they had a warrant article for a Re-Evaluation Capital Reserve Fund for that on the
68 ballot and it failed. Lynne said the line is removed from the budget for now. She said
69 maybe there will be another warrant article in the future.

70 **Motion by** Bruce Cleveland to accept the Assessing Account budget with Gross Expenses
71 of \$82,152.00, Revenue of \$0.00 and Net Expenses of \$82,152.00 pending further
72 review.

73 **Seconded by** Steve Brown.

74 **In Favor**, Dawn Nicolaisen, Steve Brown, Bruce Cleveland, Daniel Saltalamacchia and
75 Cathy Gorman.

76 **Motion passes 5-0-1**

77

78 **Motion by Bruce Cleveland to put the Patriotic Purpose Account 4583.0 on the table**
79 **for discussion.**

80 **Seconded by Steve Brown.**

81 Lynne Blaisdell is presenting this budget.

82 Steve Brown asked about the amount for the wreaths and Lynne said the past few years
83 the wreaths have been donated and this year she will need to purchase new buntings.

84 **Motion by** Steve Brown to accept the Patriotic Purpose Account budget with Gross
85 Expenses of \$4,600.00, Revenue of \$0.00 and Net Expenses of \$4,600.00 pending further
86 review.

87 **Seconded by** Dawn Nicolaisen.

88 **In Favor**, Dawn Nicolaisen, Steve Brown, Bruce Cleveland, Daniel Saltalamacchia and
89 Cathy Gorman.

90 **Motion passes 5-0-1**

91

92

93 **Motion by Bruce Cleveland to put the Tan Note Account 4723.0 on the table for**
94 **discussion.**

95 **Seconded by Steve Brown.**

96 Lynne Blaisdell is presenting this budget. Lynne explains this is the interest on a loan if
97 needed if tax bills haven't gone out on time or if there is an over expenditure from the
98 Highway Dept. due to the weather. Bruce asked if the money is not needed what happens
99 to it and Lynne said the money stays in the General Fund and can be used to offset taxes
100 for the following year. Dawn Nicolaisen asked if it was used solely to offset taxes and
101 Lynne explained that it is up to the discretion of the BOS. She said the DOR makes
102 suggestions to the Town as to how to allocate the money left in the General Fund at the
103 end of the year.

104 **Motion by Steve Brown to accept the Tan Note Account budget with Gross Expenses of**
105 **\$8,000.00, Revenue of \$0.00 and Net Expenses of \$8,000.00**

106 **Seconded by Cathy Gorman.**

107 **In Favor**, Dawn Nicolaisen, Steve Brown, Bruce Cleveland, Daniel Saltalamacchia and
108 Cathy Gorman.

109 **Motion passes 5-0-1**

110

111

112 **Motion by Bruce Cleveland to put the Debt Expense (Principal) Account 4711.0 on the**
113 **table for discussion.**

114 **Seconded by Steve Brown.**

115 Lynne Blaisdell is presenting this budget. Lynne said this is the amount owed for the
116 payment on the bond for the Minton property.

117 **Motion by Steve Brown to accept the Debt Expense (Principal) Account with Gross**
118 **Expenses of \$50,000.00, Revenue of \$0.00 and Net Expenses of \$50,000.00 pending**
119 **further review.**

120 **Seconded by Dawn Nicolaisen.**

121 **In Favor**, Dawn Nicolaisen, Steve Brown, Bruce Cleveland, Daniel Saltalamacchia and
122 Cathy Gorman.

123 **Motion passes 5-0-1**

124 **Motion by Bruce Cleveland to put the Debt Expense (Interest) Account 4721.0 on the**
125 **table for discussion.**

126 **Seconded by Cathy Gorman.**

127 **Motion by Steve Brown to accept the Debt Expense (Interest) Account with Gross**
128 **Expenses of \$33,900.00, Revenue of \$0.00 and Net Expenses of \$33,900.00 pending**
129 **further review.**

130 **Seconded by Cathy Gorman.**

131 **In Favor**, Dawn Nicolaisen, Steve Brown, Bruce Cleveland, Daniel Saltalamacchia and
132 **Cathy Gorman.**

133 **Motion passes 5-0-1**

134

135 **Motion by Bruce Cleveland to put the Street Light Account 4316.0 on the table for**
136 **discussion.**

137 **Seconded by Steve Brown.**

138 Lynne Blaisdell is presenting this budget. Lynne said there are 13 street lights that are
139 owned by the Town. Bruce is concerned that all of the monies aren't being spent and
140 Lynne said she believes the rates have decreased but she hasn't received the new rates.
141 She said once she gets the new rates she will inform the Budget Committee and it can be
142 reviewed at the final meeting.

143 **Motion by Steve Brown to accept the Street Light Account budget with Gross Expenses**
144 **of \$4,200.00, Revenue of \$0.00 and Net Expenses of \$4,200.00 pending further review.**

145 **Seconded by Dawn Nicolaisen.**

146 **In Favor**, Dawn Nicolaisen, Steve Brown, Bruce Cleveland, Daniel Saltalamacchia and
147 **Cathy Gorman.**

148 **Motion passes 5-0-1**

149

150 **Motion by Bruce Cleveland to put the Finance Account 4150.1 on the table for**
151 **discussion.**

152 **Seconded by Steve Brown.**

153 This budget is being presented by Cheryl Eastman, Finance Director. Cheryl explains to
154 the Budget Committee that she would like to purchase new accounting software. Cheryl

155 that she has been reviewing auditors' reports for the past few years and noticed they are
156 recommending different software to be used so that all funds are able to be tracked in one
157 area instead of seven. She said currently she has to run seven different reports and add
158 them up manually, which errors can occur, to get a total snapshot of what the financial
159 position is for the Town. She is proposing to the Committee to purchase new software
160 from BMSI, which will allow all funds to be updated under one account. Cheryl said she
161 has used BMSI tax programs in the past several years so training will be minimal. She
162 said there may be concerns as BMSI was used in the Town in years past for their tax
163 accounting software and it didn't work well. Cheryl agrees that BMSI tax software is not
164 suitable for the Town but the accounting software is much different and will work well
165 for the Town. Cheryl also said that included in the monthly fee all upgrades and support
166 are included. Steve Brown asked why the replacement bookkeeper is paid \$35.00 per
167 hour when Cheryl is on vacation. Lynne said that the bookkeeper has her own business
168 and this is her hourly rate and she is only paid for the time spent in the office and not for
169 8 hours in a day. Lynne also said that as long as BMSI has support it may be something
170 that she or Paula can do to cover for Cheryl and they can call the support line if needed.

171 **Motion by** Steve Brown to accept the Finance Account budget with Gross Expenses of
172 \$62,555.00, Revenue of \$0.00 and Net Expenses of \$62,500.00 pending further review.

173 **Seconded by** Dawn Nicolaisen.

174 **In Favor**, Dawn Nicolaisen, Steve Brown, Bruce Cleveland, Daniel Saltalamacchia and
175 Cathy Gorman.

176 **Motion passes 5-0-1**

177

178 Bruce Cleveland said since they are ahead of schedule the Board will discuss the dates
179 that members won't be present. Cathy Gorman said she will not be at the meeting on
180 October 2nd or October 16th. Steve Brown said he will not be at the meeting on
181 September 25th and Dawn Nicolaisen said she will not be at the meeting on November
182 20th. This discussion was tabled until next week.

183

184 Bruce asked to take a 10 minute break until the next budget arrives.

185

186 7:20 Back in session.

187

188 ***Motion by Bruce Cleveland to put the Election & Registration (supervisors) 4140.2 on***
189 ***the table for discussion.***

190 ***Seconded by Steve Brown.***

191 Rosemary Bruno, Diane Thompson and Joanne Bay are presenting this budget.

192 Steve Brown asked about the Copies/Training line as it hasn't been used in a few years
193 and Rosemary said it was recommended to keep it in the budget in case it is needed.

194 Motion by Steve Brown to accept the Election & Registration (supervisors) Account
195 budget with Gross Expenses of \$3,725.00, Revenue of \$50.00 and Net Expenses of

196 \$3,675.00 pending further review.

197 Seconded by Cathy Gorman.

198 ***In Favor***, Dawn Nicolaisen, Steve Brown, Bruce Cleveland, Daniel Saltalamacchia and
199 Cathy Gorman.

200 ***Motion passes 5-0-1***

201

202

203 ***Motion by Bruce Cleveland to put the Election & Registraton (moderator) Account***
204 ***4140.3 on the table for discussion.***

205 ***Seconded by Steve Brown.***

206 This budget is being presented by Lynne Blaisdell.

207 Cathy Gorman asked about amount for the Ballot Clerk line and Lynne said it depends on
208 the number of elections each year. She said it is \$150.00 per ballot clerk per election and

209 there are 5 ballot clerks times 3 elections so the total should be \$2,250.00.

210 ***Motion by*** Cathy Gorman to reduce the Ballot Clerk line to \$2,250.00.

211 ***Seconded by*** Steve Brown.

212 ***In Favor***, Dawn Nicolaisen, Steve Brown, Bruce Cleveland, Daniel Saltalamacchia and
213 Cathy Gorman.

214 ***Motion passes 5-0-1***

215

216 Lynne said Nelson asked that the Voting Equipment line be reduced to \$100.00 and the
217 meals line to \$250.00.

218 **Motion by** Steve Brown to reduce the Meals line to \$250.00 per the request of the
219 Moderator.

220 **Seconded by** Cathy Gorman.

221 **In Favor**, Dawn Nicolaisen, Steve Brown, Bruce Cleveland, Daniel Saltalamacchia and
222 Cathy Gorman.

223 **Motion passes 5-0-1**

224

225 **Motion by** Steve Brown to reduce the Voting Equipment line to \$100.00 per request of
226 the Moderator.

227 **Seconded by** Cathy Gorman.

228 **In Favor**, Dawn Nicolaisen, Steve Brown, Bruce Cleveland, Daniel Saltalamacchia and
229 Cathy Gorman.

230 **Motion passes 5-0-1**

231

232 Lynne explained that she is possibly going to need to order new voting booths as the ones
233 they have may not be up to code. She said she will have to research this more and the
234 Budget Committee can review the budget again at the final hearing with the new numbers
235 once she has them.

236

237 **Motion by** Cathy Gorman to increase the Moderator line to \$1,000.00 from \$750.00.

238 **Seconded by** Dawn Nicolaisen.

239 **In Favor**, Dawn Nicolaisen, Steve Brown, Bruce Cleveland, Daniel Saltalamacchia and
240 Cathy Gorman.

241 **Motion passes 5-0-1**

242

243 **Motion by** Steve Brown to reduce the Voting Machine line to \$200.00.

244 **Seconded by** Dawn Nicolaisen.

245 **In Favor**, Dawn Nicolaisen, Steve Brown, Bruce Cleveland, Daniel Saltalamacchia and
246 Cathy Gorman.

247 **Motion passes 5-0-1**

248

249 **Motion by** Steve Brown to accept the Election & Registration (moderator) Account

250 budget with Gross Expenses of \$7,850.00, Revenue of \$0.00 and Net Expenses of

251 \$7,850.00 pending further review.

252 **Seconded by** Dawn Nicolaisen.

253 **In Favor**, Dawn Nicolaisen, Steve Brown, Bruce Cleveland, Daniel Saltalamacchia and

254 Cathy Gorman.

255 **Motion passes 5-0-1**

256

257 Bruce Cleveland lists the budgets that will be reviewed next week.

258

259 Meeting adjourned 7:45

260

261 Respectfully submitted,

262 Sue Reynolds

263